

	LOCATION #1	LOCATION #2	LOCATION #3
Company Name			
Contact Name			
Address			
Telephone			
Website			
E-Mail			

How long have you been in business?			
How long have you hosted weddings?			
Do you have a business license?			
Do you have liquor license?			
Have you won any awards?			
Belong to any national or local professional associations?			
How far in advance should I book your facility?			
Are there discounts for Friday night or Sunday afternoon receptions?			
Are there "off season" savings (Nov-April)?			
Is the catering office staffed during the entire reception?			
Do you have a wedding consultant? If so, what are her qualifications?			
Which rooms are available for receptions?			
What is the room max. & min. capacity?			
Are outside caterers allowed or is there a preferred list of caterers?			
How do you coordinate with other wedding services (musicians/florist/etc)?			
Is there a dance floor, and if so how large?			
Can the dance floor be placed anywhere?			
Is there a stage for the musicians?			
Can you customize a menu?			
Is there a taste test available for the menu selected? Is there a charge?			
Do they provide seated service, buffet, family style or food stations?			
For a buffet, do you charge per person or per plate?			
For a buffet, are the portions fixed or can guests have as much as they want?			

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What is the server to guest ratio?			
What do the servers wear during the reception?			
Can you provide special dietary meals?			
What is your standard bar package & cost?			
Is top shelf or house brand liquor served?			
Do you charge by the drink or by bottle?			
Is there an extra charge for bartenders?			
How many bartenders? What about tipping?			
Is a champagne toast included?			
Does the bar close during meal service?			
Do you provide a directional map to put with invitations?			
(For hotels) Do you have a special package for overnight accommodations?			
Do you have outdoor location for photos?			
Is the facility smoking or nonsmoking?			
Do you provide cake cutting service, and if so, is there an extra charge?			
Do you provide specialty bars, i.e. martini or coffee?			
Do you provide any special accommodations for children?			
Are meals for wedding vendors specially priced?			
Is there a coat check?			
Is there a valet service?			
Is there ample parking?			
Is there a fee for parking?			
Do you provide security?			
Is there a bridal room?			
How many restrooms do you have?			
Is the facility handicapped accessible?			
Is clean up included?			
Do you have ample electrical outlets?			

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How many hours is the typical reception?			
How soon before the reception can we get into the room for decorating/set-up?			
What are your decorating guidelines?			
If the reception runs longer than contracted, are there penalties?			
Will there be another event before or after ours? If so what is the time frame?			
When is final head count due?			
When is the deposit & final payment due?			
Do you have liability insurance?			
What is your cancellation/refund policy?			

MY RECEPTION SITE IS: Facility: _____ Contact: _____

Address: _____ Phone: _____

Hours: _____ Email: _____ Website: _____

Arrival Time: _____ Departure Time: _____ Room Capacity: _____ # to Attend: _____ Extra Costs: _____

Clean-up Requirements: _____ Decoration Limitations: _____

Available Services: Bar/Bartenders Dance Floor Security Chairs Parking Tables Decorations

Bridal Room Table Linens Coat Check Restrooms Caterer Kitchen Valet

MY CATERER IS: Company: _____ Contact: _____

Address: _____ Phone: _____

Hours: _____ Email: _____ Website: _____

Final Count: _____ Due Date: _____ Payment Schedule: _____

Reception Style: Buffett Sit-Down Family Style Food Stations Hors d'oeuvres Cake & Punch

Extras: Glasses China Silverware Chair Covers Linens Cake Cutting & Serving Bartenders

Beverages: Beer Wine Liqour Champagne Mixed Drinks Coffee/Tea Soft Drinks Other



**BECAUSE YOUR WEDDING
MUST BE UNIQUE**

- Customized Wedding Packages
- Exquisite five-star cuisine
- Cascading Waterfalls
- Rehearsal dinners, showers, receptions
- Newly Renovated Ballroom & Guest Suites



**Sheraton
Suites**
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