

Reception Hall Checklist

Choose the Reception Hall that's best for your Wedding or Quinceañera

Room Capacity	_____	_____	Gift Table	_____	_____
Hours Available	_____	_____	Cake Table	_____	_____
Staff	_____	_____	Catering Service	_____	_____
Head Table	_____	_____	Bar/Bartender	_____	_____
Number of Guest Tables	_____	_____	Beverages	_____	_____
Linens	_____	_____	Set-Up Time	_____	_____
China	_____	_____	Decorations	_____	_____
Flowers	_____	_____	Wedding Coordinator	_____	_____
Cake	_____	_____	Deposit Deadline	_____	_____
Stage	_____	_____	Final Payment Deadline	_____	_____
Sound System	_____	_____			
Guest Book Table	_____	_____			