

## Wedding and Reception - Site Selection

	Facility Name Contact Person Phone Number E-mail Address Web Address	
	<b>Included?</b>	<b>If not, cost estimate?</b>
<b>Site Attributes</b>	Indoor facilities Garden facilities Maximum guest capacity Parking adequate Restrooms adequate Dance floor Food/drink service area DJ/band area Power outlets sufficient	
<b>Time Allowed</b>	Rehearsal included Decorating time available Event duration Additional time possible Time of day restrictions Delivery days/times	
<b>Rentals</b>	chairs serving tables banquet tables cake table guest book table linens napkins china flatware	
<b>Services</b>	Coordinator Table/chair set up & break down Site clean up Food clean up Dressing room(s)	
<b>Food Items</b>	Site catering available Off site catering allowed Kitchen use Cake service	
<b>Drink Items</b>	Bartender fee Alcohol charges Soft beverage charges Champagne service	
<b>Miscellaneous</b>	Cleanup included Smoking allowed Gratuity included Tax included Valet included Security deposit required Cancellation policy	