

reception checklist

The choice for your reception is probably the most complex, as each facility differs considerably. The checklist should help you determine if it meets your needs. Book your facility 6 to 18 months before the wedding.

General Information

- Name of Facility _____
Location _____
Room name _____
- Event Coordinator _____
Phone _____
Email _____
- Proposed start time _____
- Proposed end time _____
- Estimated # of guests _____

Need Available/Cost

- Private room \$ _____
Room capacity _____
Hours available _____
- Staff \$ _____
- Head table \$ _____
- # of guest tables _____
- Size/shape of tables (6', 8', round) _____
- Chairs \$ _____
- Linens \$ _____
- China \$ _____
- Dance floor dimensions _____
- Stemware \$ _____
- Glassware \$ _____
- Flowers \$ _____
- Cake \$ _____
- Cake cutting charge \$ _____
- Stage \$ _____
- Sound system (microphone, amplifiers, PA system)
\$ _____
- Piano \$ _____
- Guest book table \$ _____
- Gift table \$ _____
- Cake table \$ _____
- Catering service \$ _____
- Bar \$ _____
- Bartender \$ _____
- Air conditioning \$ _____
- Coat Check \$ _____
- Set-up time _____
- Decorations \$ _____

- Time available for decorating the day before the wedding? _____
- Additional cost for day before the wedding? \$ _____
- Clean-up charge \$ _____
- Champagne cost \$ _____
- Corkage fee \$ _____
- Valet parking \$ _____
- Handicap accessible Yes/No
- Security provided Yes/No
- Parking fees \$ _____
- Valet provided Yes/No
- Taxes & gratuity \$ _____
- Receiving line area _____
- Wedding Coordinator \$ _____
- Cleaning deposit \$ _____
- Refund policy for cancellation _____
- Head count deadline _____
- Menu selection deadline _____
- Deposit deadline _____
- Final payment deadline _____

Restrictions

- Music
- Decorations
- Flowers
- Photography
- Beverages

Additional Fees

- Parking \$ _____
- Custodial \$ _____

Additional Vendor Contacts

- Name _____
Phone _____
- Caterer _____
- Beverage Supplier _____
- Equipment Rental _____
- Parking Attendants _____
- Music/DJ _____
- Florist _____

The Fountains Ballroom, would like to offer a message of hope, Our beautiful facility was lost in a fire on December 17, 2008.

FROM THE ASHES, WE WILL RE-BUILD.

Because, after the dance, after the cake, after today, tomorrow awaits.

The Fountains Ballroom 712-526-2426 · WWW.THEFOUNTAINSBALLROOM.COM

