

# Reception



Reception site	
Address	
Contact person	
Phone/Fax	
Email	
# of guests/tables:	
<b>DECORATIONS</b>	<b>FLORAL</b>
Table skirts (color):	Centerpieces:
Napkins:	Dining Table:
Dining table:	
Candles:	<b>BAR</b>
Favors:	
<b>AUDIO/VISUAL EQUIPMENT</b>	<b>PARKING</b>
Costs:	
Food	
Setup/service	
Other charges	
<b>GRAND TOTAL:</b>	
Notes:	