Something for Your Reception

Your reception is your first celebration as husband and wife — so make it a great kick-off to your happily ever after! Rexcraft's great selection of cake tops, serving sets, reception decorations and toasting flutes allows you to create a reception atmosphere that reflects your sense of style. This page will help you remember all the important details.

Your reception details:

Location _____ Seating Capacity _____

Address _____ Phone _____

Manager _____

Rental Cost _____ Deposit _____

Final Payment Due Date _____ Equipment Rental Fee _____

Date/Time Room Is Available For Decorating _____

Tables & Chairs Provided ☐ Yes ☐ No Amount Needed _____

Tablecloths or Linens Provided ☐ Yes ☐ No Amount Needed _____

Cleanup Requirements _____

Caterer _____ Phone _____

Meal Description _____

Baker _____ Phone _____

Cake Description _____

Music:

DJ/Band _____ Cost _____

Contact Person _____ Phone _____

Arrival Time _____ Hours of Music _____

Music for:

☐ First Dance _____ ☐ Parents' Dance _____

☐ Throwing Bouquet _____ ☐ Garter Toss _____

☐ Wedding Party Dance _____ ☐ Dollar or Traditional Dance _____

_____ ☐ Last Dance _____

☐ Father/Daughter Dance _____ ☐ Mother/Son Dance _____

Questions to ask the reception site

Will someone be on hand to let in the caterer, florist, baker, etc.? How much is the rental fee and what is included? Does the rental fee include gratuities and tax? Are there enough electrical outlets for the entertainment and decorations? Is the room accessible early for decorating? Are there any decorating limitations? Who will be responsible for cleanup? What is the cancellation policy?

Reception must-haves:

- ☐ Place Cards/Table Numbers
- ☐ Menu Cards
- ☐ Napkins
- ☐ Favors
- ☐ Cake Knife & Server
- ☐ Cake Top
- ☐ Toasting Flutes
- ☐ Table Decorations
- ☐ Card Box

Speech and toast:

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