

Kay's Bridal & Tuxedo

660-827-5297
218 South Ohio Avenue
Sedalia, Missouri

Reception Checklist

Complete the checklist below to determine your needs and costs.

	Need	Available/Cost
Private Room	_____	_____
Room Capacity	_____	_____
Hours Available	_____	_____
Staff	_____	_____
Head Table	_____	_____
Number of Guest Tables	_____	_____
Linens	_____	_____
China	_____	_____
Stemware/Glassware	_____	_____
Flowers	_____	_____
Cake	_____	_____
Cake Cutting Charge	_____	_____
Stage	_____	_____
Sound System	_____	_____
Piano	_____	_____
Guest Book Table	_____	_____
Gift Table	_____	_____
Cake Table	_____	_____
Catering Service	_____	_____
Bar/Bartender	_____	_____
Beverages	_____	_____
Air Conditioning	_____	_____

Set-Up Time	_____	_____
Decorations	_____	_____
Clean-Up Charge	_____	_____
Champagne Cost	_____	_____
Corkage Fee	_____	_____
Valet Parking	_____	_____
Receiving Line Area	_____	_____
Wedding Coordinator	_____	_____
Head Count Deadline	_____	_____
Menu Selection Deadline	_____	_____
Deposit Deadline	_____	_____
Final Payment Deadline	_____	_____
Taxes & Gratuity	_____	_____