



# RECEPTION

Reception Site Name \_\_\_\_\_ Location \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Caterer Name \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
 No. Attending: \_\_\_\_\_ Set Down or Buffet? \_\_\_\_\_ Arrival Time \_\_\_\_\_ Close Time \_\_\_\_\_  
 Table Setting Style \_\_\_\_\_ Cloth Color \_\_\_\_\_ Napkin Color \_\_\_\_\_  
 Serve Times: Hors d'oeuvres \_\_\_\_\_ Dinner \_\_\_\_\_ Dessert \_\_\_\_\_

## Menu

### Entrées

### Side Dishes

### Hors d'oeuvres

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Desserts

### Drinks

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Bar Service

Open Bar    Cost \$ \_\_\_\_\_    Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 Cash Bar    Cost \$ \_\_\_\_\_    Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 Limited Bar    Cost \$ \_\_\_\_\_    Instructions \_\_\_\_\_  
 \_\_\_\_\_

Wedding Planner Provided by . .



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[www.woodennickelrestaurant.com](http://www.woodennickelrestaurant.com)