

# IDO STILL!

## Reception Venue Worksheet

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Reception Site	
Venue Name	
Address	
Site Coordinator	
Phone	
Confirmed Date	
Time	to
Room Reserved	
Deposit Amount	
Date Due	
Balance Amount	
Date Due	
Cancellation Policy	
Last date to give final head count	

Caterer (when different from Reception Site)	
Company Name	
Contact Person	
Phone	
Confirmed date/time	
Last date for final head count	

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## Cost Details

Number of Guests			
Invited - Adults			
Invited - Children			
Confirmed - Adults			
Confirmed - Children			
Reception Cost			
Type of Reception	Sit-Down	Buffet	Cocktails/Hors d'oeuvres
Cost per person			
Food - Adult			
Food - Children			
Beverages			
<b>Subtotal</b>			
Number of guests x cost per person			
Sales tax			
Gratuity			
(Site or equipment) Rental fee			
Other			
<b>Total cost</b>			
Less Deposit			
<b>Balance Due</b>			

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