



CHECKLIST TO ENSURE A PERFECT RECEPTION

Reception Site

Consider these items as you book the reception venue. Book the venue early (even up to a year in advance if it is a popular site) to increase the likelihood of having your event on your preferred date.

- Dates available: _____
- Are there any discount days? When?: _____
- What is the rental fee?: _____
- What does the rental fee include?: _____

- Does the site rental fee include tables, chairs and/or other equipment?: _____

- Time allowed to access site on the day of the event for set-up and decoration: _____

- Are there other events/receptions scheduled that day?: _____
- Number of guests the space will accommodate comfortably (please be aware that exceeding approved numbers may also cause problems with fire regulations): _____
- Is it possible to tour the site with an event in progress?: _____
- If so, remember to make sure there are clean restroom facilities available
- Does the site have in-house catering, preferred and/or pre-approved caterers, or can anyone provide cater services?: _____
- What are the terms of liability insurance?: _____

- What are the policies regarding alcohol consumption on-premises?: _____

- Is a liquor license required?: _____
- Are there any overtime charges? If so, what are they and how are they incurred?: _____

- What is the postponement/cancellation refund policy?: _____

- What are the policies regarding gratuities and taxes?: _____

- Is there an escalation clause? If so, how does it work?: _____

- Is valet parking available for guests?: _____
- What are the coat check accommodations?: _____
- Number of security personnel: _____
- Are there rooms for changing? How many?: _____

- What handicapped access is available (if applicable)?: _____
- Is there a nursery, babysitter, or other provisions for child care (if applicable)?: _____



Catering – Food and Beverages

Consider these items when planning the food and beverage options you will offer at your reception

- Select the style of your meal
 - Plated dinner (think about the number and type of courses you would like to offer)
 - Buffet
 - Family style dinner
 - Cocktail party
 - High tea reception
 - Breakfast/Brunch buffet
 - Dessert only
 - Other: _____

- Determine the selection availability for your menu (set menu or entrée selection by guests – the latter will probably cost more): _____

- Price per guest (price will vary based on your meal options, staffing requirements and rental needs). Budget: _____ Actual: _____

- Special meals to accommodate restricted diets – check with your guests to determine their dietary needs (i.e., vegetarian, diabetes, allergies, etc.):

- Basikneads will accommodate most dietary needs*

- How many vendor meals needed for musicians/DJ, photographer, videographer, etc.?: _____

- What is the charge for vendor meals?: _____

- Method of payment: _____
Basikneads accepts VISA, MasterCard, American Express, personal check, money orders and cashier's checks for the initial deposit. The final deposit must be made by cashier's check or money order.

- Date for an initial tasting: _____

- Date for a second tasting (if applicable): _____

- What is the selection of nonalcoholic beverages?: _____

- What is the comparison between top-shelf wine and alcohol vs. house brands:

- Cost of open bar vs. 1-2 hour cocktail service vs. consumption bar vs. cash bar:

- Is it possible to bring in own alcohol? If so, what is the amount of corking fee (keep in mind you may be required to provide the liquor license when supplying your own alcohol depending on the site's requirements)?: _____
Basikneads does not charge a corking fee.
- Will an on-site catering manager be provided?: _____
Basikneads will provide a professionally-trained catering manager to assist you during your reception with catering related issues. If you require someone to guide you with the other aspects of your reception, you should consider hiring an event coordinator.
- Determine the flow of the reception including when key events should take place like the cocktail hour, seating for dinner, and dancing, if applicable (see sample reception schedule attached below)



Basic Rentals

Consider these items to determine what equipment you may need to rent at your reception. Inquire of your reception venue to determine if any of these items will be included automatically with the rental of the space. Otherwise, either you or your caterer can usually order all necessary equipment for an additional charge.

- China or disposables
- Flatware
- Glassware (including for toast, specialty cocktail, wine, water, alcoholic and non-alcoholic drinks)
- Serving ware/platters
- Tables (including for guests, bar, buffet, kitchen, place cards, gifts, DJ, coffee/dessert)
- Chairs
- Linens/tables skirts
- Bar equipment
- Lighting/electrical outlets
- Heaters and/or air conditioners
- Dance floor
- Restroom facilities
- Tent

Miscellaneous

The following are other items/services you may want to have at your reception.

- Musicians or a DJ –Provide your DJ with a copy of the timeline for your reception to ensure the smooth flow of your event's main features.
- Florist – The florist usually arrives around the same time as the caterer to set up any flowers you may have at your reception.
- Photographer – consider making a list of desired photos
- Videographer

- Seating plans/place cards – if you are offering entrée selections to your guests, you can indicate each guest's selection on their place card to ensure that the caterer knows to whom to give each selection without having to directly ask your guests. This will ensure a smooth and quiet service for your guests.
- Decorations
- Event coordinator – an event coordinator can be integral in ensuring the smooth flow of your reception. They are the point person for your event, coordinating your various vendors, so that you don't have to be bothered with the details. Instead, their service enables you to just relax and enjoy your party.



Sample Reception

1- 2 Hours Before Reception

- 3:00 Caterer arrives
- 3:15 Florist arrives to set up table centerpieces and other floral arrangements.
- 3:30 DJ arrives and sets up his equipment.
- 3:40 Event Coordinator or other representative arrives to set up place cards and other decorations as applicable

First Hour of Reception

- 5:00 Guests arrive. Cocktail hour begins (if applicable). Waiters serve trays of hors d'oeuvres to guests. Bars are open for guests to access beverages.

Second Hour of Reception

- 6:00 Cocktail hour ends. DJ to announce that dinner is served and ask that all guests be seated.
- 6:05 DJ announces any applicable toasts.
- 6:10 Dinner is served.

Third Hour of Reception

- 7:00 DJ announces beginning of dancing.
- 7:45 Dessert and coffee are served to guests.

Fourth Hour of Reception

- 9:00 DJ announces last dance.
- 9:15 Event representatives gather all items wish to keep (i.e., gifts, cards, other keepsakes, etc.)