



Duluth Entertainment Convention Center • 350 Harbor Drive • Duluth, MN 55802-2698 • Phone (218) 722-5573 • Fax (218) 722-4247

Wedding Reception Worksheet

Bride's Contact Information

Bride's Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Home Phone _____ Work Phone _____
 Cell Phone _____ E-Mail _____

Additional Contact

Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Home Phone _____ Work Phone _____
 Cell Phone _____ E-Mail _____

Ceremony Information

Wedding Date _____ Estimated # of Guests _____
 Location of Wedding Ceremony _____
 Time of Ceremony _____ Length of Ceremony _____
 Receiving Line: Ceremony Location DECC
 Photos Taken: Before Ceremony After Ceremony
 Room Reserved for Reception _____
 Hotels _____

Reception Schedule

Guests Arrive _____ p.m. Bride & Groom Arrive _____ p.m.
 Bar Opens _____ p.m. Bar Closes _____ a.m./p.m.
 Hors d'oeuvres Served _____ p.m. Dinner Served _____ p.m.
 Dance Begins _____ p.m. Dance Ends _____ a.m./p.m.
 Additional Reception Hour Fee: Yes No \$ _____

Room Set Up

Head Table: On Floor On Riser King's Table None
 Head Table: # of People _____ Microphone: Yes No
 Guest Book Table: Yes No Gift Table: Yes No
 Place Card Table: Yes No DECC Table #'s: Yes No

Groom's Contact Information

Groom's Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Home Phone _____ Work Phone _____
 Cell Phone _____ E-Mail _____

Decorating

Wedding Color(s) _____
 Table Skirting Color:
 White Black Hunter Green Burgundy Red Blue
 Dining Napkin Color _____
 Cocktail Napkins Provided by Bride and Groom: Yes No
 Centerpieces (Description) _____

 Provided By _____
 Delivery Time _____ Decorating Time _____
 Tablecloths on Dining Tables for Decorating: Yes No
 All Skirted Tables in Place for Decorating: Yes No
 DECC Mirrors: Yes No
 DECC Votive Candles: Yes No Number per Table _____
 Decorating Lift Fee: Yes No Occasions /Paper Capers
 Favors for Each Guest: Yes No _____
 DECC to Place Favors on Tables: Yes No
 Number of Reserved Tables: _____

Slide Show

Slide Show: Yes No Begins: _____ pm
 Audio For Slideshow From DECC Mixer or DJ Mixer:
 DECC: DJ:
 DECC Screen: Yes No DECC AV Cart: Yes No

Parking Arrangements

Host Pays for Parking Guests Pay for Parking
 Total Needed Parking Passes: _____