

Caterer & Reception Worksheet

Bridal Organizer

Facility

Contact

Phone Number

Description

Price

Menu Appetizers Main Course Side Dishes Dessert Beverages Miscellaneous	
Room / Hall Fee Contact / Phone	
Food Est. Number of Guests Rate / Person Flat Rate Cost Estimate	
Equipment Tables / Chairs Linens Miscellaneous	
Decorations Candles Flowers Other	
Service Bartenders Waiters Valet	
Beverages Alcoholic Non-Alcoholic Champagne / Wine	
TOTAL	