

Reception Budget Sheet

Total Budget for Reception = \$

	Quote	Actual
Reception Venue		
Meals		
Drinks		
Extras – eg. cake cutting		
Notes		
Total		

Total Reception Budget = Budget vs. Actual = _____

Reception Booking & Payment Sheet

Reception Date:

Reception Booked Date:	
Deposit Paid Date:	
	<i>Attach Deposit Receipt Here</i>
Balance Paid Date:	
	<i>Attach Balance Receipt Here</i>
Reception Confirmed Date:	