

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: | |