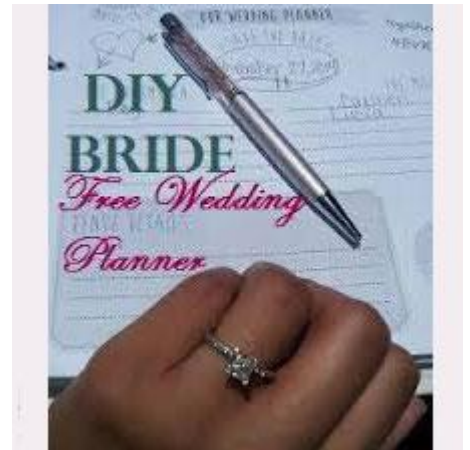


HELPFUL WORKSHEETS

WE PREPARED FOR YOU HELPFUL WORKSHEETS THAT
COULD ASSIST YOU IN ALL PREPARATIONS...



GRECOTEL
HOTELS & RESORTS

HOTEL RECEPTION/CATERING WORKSHEET

DUTIES AND CRITICAL INFORMATION	
Name of Hotel	
Tel numbers	
Name of Banquet Manager	
E Mail of Banquet Manager	
Name of F & B Manager	
E Mail of F & B Manager	
Accommodation arrangements	
Date of wedding reception	
Exact location	
Start Time of Reception	
Ending Time of Reception	
Indoors / Outdoors	
Seating Arrangements	
Formal serving or Buffet menu	
Number of guests	
Food Tasting	
Time for cocktails to be served	
Where will cocktails be served	
Cocktails- are they served , or at they set down before the start of the function	
Is bar services included	
Time for main course to be served	
Chosen menu	
Wedding Cake	
Flavour of wedding cake	
What time to cut the cake	
First Dance	
Cost per guest	
Deposit and final payment due dates	
End time of reception	

SERVICE PROVIDERS NUMBERS

RECEPTION	
Venue:	Telephone No.:
Address:	Location of event:
Contact name:	Telephone No. Email:
CEREMONY	
Church or Town Hall:	Minister:
Address:	Telephone No.
FLORISTS	
Name:	Contact name:
Address:	Telephone No.: Email:
PHOTOGRAPHER	
Name:	Contact name:
Address:	Telephone No.: Email:
VIDEO	
Name:	Contact name:
Address:	Telephone No.: Email:
RINGS	
Jewelers Name:	Contact name:
Address:	Telephone No.: Email:
CAKE	
Name:	Contact name:
Address:	Telephone No.: Email:
HAIRDRESSER	
Name:	Contact name:
Address:	Telephone No.: Email:
TRANSPORT	
Driver Name:	Contact name:
Address:	Telephone No.: Email:
MAKE UP	
Name:	Contact name:
Address:	Telephone No.: Email:
SKIN CARE	
Beautician Name:	Contact name:
Address:	Telephone No.:

	Email:
WEDDING DRESS	
Designer Name:	Contact name:
Address:	Telephone No.: Email:
BRIDESMAID'S CLOTHING	
Designer Name:	Contact name:
Address:	Telephone No.: Email:
GROOM'S CLOTHING	
Designer Name:	Contact name:
Address:	Telephone No.: Email:
TRAVEL AGENT	
Name:	Contact name:
Address:	Telephone No.: Email:
WEDDING PLANNER	
Name:	Contact name:
Address:	Telephone No.: Email:
OTHER USEFUL INFORMATION	
Name:	Contact name:
Address:	Telephone No.: Email:
Name:	Contact name:
Address:	Telephone No.: Email:
Name:	Contact name:
Address:	Telephone No.: Email:
Name:	Contact name:
Address:	Telephone No.: Email: