

San Juan Country Club  
5775 Country Club Drive  
Farmington, NM 87402  
(505)327-4451 x.21  
Reception Planner

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Room of the event: \_\_\_\_\_

Time guests will arrive: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Time you will arrive: \_\_\_\_\_

What time would you like the Buffet ready? \_\_\_\_\_

Would you like Bridal Party Service? Yes/No

How Many People are in your Bridal Party? \_\_\_\_\_

Would you like the DJ/Band to announce your entrance? Yes/No

Would you like someone else to announce your entrance? Yes/No

Who? \_\_\_\_\_

Do you need a microphone? Yes/No

Would you like a Champagne Toast? Yes/No

What Time? \_\_\_\_\_

Will you need a microphone? Yes/No

Would you like Cake Service? Yes/No

What time? \_\_\_\_\_

Will you have any special dances? Yes/No

Please name them:

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Please list any other special instructions or events you will have during your reception.

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