

Harper & Ellis Wedding Reception

CLIENT

Harper & Ellis Wedding

Jordan Harper

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DATE

Sat, Aug 15, 2026

GUESTS

120

Portland, OR

TIME

5:00 PM – 11:00 PM

VENUE

The Rosewood Barn

RUN OF SHOW

3:00 PM	Vendor load-in and setup
4:30 PM	Staff briefing: All hands, kitchen pass
5:00 PM	Guests arrive, passed appetizers
6:15 PM	Seated dinner service begins
8:00 PM	Toasts and speeches
9:00 PM	Cake cutting, dessert service
11:00 PM	Last call and breakdown

MENU & FOOD / BEVERAGE

ITEM	QTY	PRICE	AMOUNT
Reception			
Passed hors d'oeuvres (4 selections)	1× 120	\$14.00 /guest	\$1,680.00
Bacon-wrapped dates, mini crab cakes, mushroom crostini, caprese skewers			
Plated Dinner			
Mixed greens salad	1× 120	\$9.00 /guest	\$1,080.00
Local greens, candied pecans, chevre, champagne vinaigrette			
Herb-roasted chicken & filet duo	1× 120	\$46.00 /guest	\$5,520.00
Two vegetarian plates at head table			
Dessert			
Wedding cake cutting & dessert display	1× 120	\$6.00 /guest	\$720.00

Bar

Open bar package (4 hrs)	1× 120	\$32.00 /guest	\$3,840.00
House wines, two draft beers, signature cocktail			

Rentals

China, glassware & linens	1	\$850.00 flat	\$850.00
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SETUP & LOGISTICS

ROOM

Main Hall

SETUP STYLE

Rounds of 10, dance floor center

SETUP NOTES

Head table for 10 on the north wall. Gift table near entry.

FINANCIAL SUMMARY

Subtotal	\$13,690.00
Service charge (20%)	\$2,738.00
Tax (8.25%)	\$1,355.31
Total	\$17,783.31
Per guest	\$148.19
Deposit received	\$2,500.00
Balance due	\$15,283.31

NOTES

Two vegetarian meals at head table. Cake cutting at 9:00 PM, kitchen to plate.