

WEDDING VENUE CHECKLIST

Initial Research



Venue Name:

Location:

Venue Style:

How many guests can they accommodate:

Venue cost/minimum pricing:

Does the cost include rehearsal time:

What is the layout of the venue:

Are bride and groom suites available on-site:

Is catering offered?

In addition to the space, what else is included? What is offered for additional cost?

Is there on-site lodging (for you and your guests):

Inside and/or outside space:

What is the parking situation?

Does the venue have any notable restrictions?

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Detail questions for call or tour



- ♥ Is my preferred date available?
- ♥ Will the space be available for the rehearsal (added charge?)
- ♥ Do you require a deposit (is the deposit refundable)
- ♥ Is a contract required
- ♥ Do you offer payment plans
- ♥ Are you insured
- ♥ When can we begin setting up and when is shut down
- ♥ Will there be other events on the day of my wedding
- ♥ Is there a cancellation policy
- ♥ Is your venue handicap accessible
- ♥ Do you provide set up and tear down
- ♥ In-house catering
- ♥ Are there food & beverage minimums
- ♥ Is there a kitchen available for caterers
- ♥ In-house bar service
- ♥ Can we bring in our own liquor
- ♥ Is there a corking fee
- ♥ Is there an on-site coordinator or direct contact
- ♥ What parking is available
- ♥ Is there lodging on-site or close by
- ♥ Is wi-fi available
- ♥ Do you provide a sound system/microphones for speeches
- ♥ Do you provide tables, chairs, linens