Wedding Venue Checklist

Venue Name: _____ Date of Visit: ____ /____ /_____

Address: _____ Phone: (___)____-_____

Contact: _____ Email: _____

General Information

- ✓ Available dates for wedding: _____
- ✓ Available times for ceremony and/or reception:

  _____
- ✓ Do other events take place at the same time? _____
- ✓ Name of venue coordinator/wedding planner_____
- ✓ Does coordinator/planner stay for entire event? _____
- ✓ Where do reception and/or ceremony take place?

  _____
- ✓ Additional spaces available to guests? _____
- ✓ Are bathrooms easily accessible?_____
- ✓ How many guests does the venue accommodate? _____
  - Ceremony _____
  - Cocktail Reception _____
  - Sit-down Reception_____
  - Buffet Reception _____
  - Station _____
- ✓ Is there a venue rental fee? _____
  - Does it cover entire day? _____
  - Is there an extra charge after certain hours? _____
- ✓ When is the deposit due? _____
- ✓ When is the balance due? _____
- ✓ Vendors that venue contracts exclusively with (caterer, bakery, florist, DJ, etc.):

  _____

  _____
- ✓ What time are vendors allowed to drop off items the day of the event? _____
- ✓ Will someone be there to receive them? _____
- ✓ Is there parking for guests? _____
  - How many parking spots? _____
  - Is there valet parking? _____
- ✓ Is there a place for the wedding party to store personal belongings? _____

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Catering

- ✓ How many staff members are on-site? _____
- ✓ Is the food prepared on-site? _____
- ✓ Are options available for guests with food allergies? _____
- ✓ Are appetizers included with dinner packages? _____
- ✓ Different menu options for cocktail hour and dinner: _____

  _____

  _____
- ✓ Cost of food per person _____
- ✓ Cost of children's meals _____
- ✓ Cost of gratuity _____
- ✓ Are the costs set or could they go up due to inflation? _____
- ✓ Number of dinner options for guests _____
- ✓ When does venue need final guest and meal counts? _____

Bar

- ✓ Can alcohol be brought into venue? _____
- ✓ Does venue offer open-bar and/or consumption bar? _____
  - Types of alcohol _____
  - Cost of open bar per person_____
  - Cost of each drink for consumption bar _____
  - Cost of gratuity _____
- ✓ What non-alcoholic beverages are offered? _____

Dessert

- ✓ Can desserts and/or cake be brought into venue? Yes No _____
- ✓ Is there a cake-cutting fee? Yes No _____
- ✓ Where is the dessert/cake table located? _____

Decorations

- ✓ Can decorations be brought into venue? Yes No _____
  - Are candles allowed? Yes No _____
- ✓ Does the venue provide table and chairs? Yes No _____
- ✓ Does the venue provide any linens? Yes No _____
  - Tablecloths? Yes No _____
  - Napkins Yes No _____
  - Chair Covers Yes No _____
  - Colors: _____
- ✓ Does the venue provide any decorations? Yes No

  _____
- ✓ Will the venue set up the decorations? Yes No _____

Music

- ✓ Is there room/accessibility for a band and/or DJ? Yes No _____
  - Is there an extra charge for band? Yes No _____
  - Where is the dance floor? _____
- ✓ Does bar and music have to end at the same time? Yes No

Outdoor Venues

- ✓ If venue is outside, is there a back-up plan for rain? Yes No
  - Explanation of plan _____
- ✓ Are there bathrooms outside? _____

Insurance

- ✓ Does venue have emergency disaster plan? Yes No
  - Explanation of plan _____
- ✓ Is there a cancellation policy?_____
- ✓ Does the venue have insurance in case of an accident? Yes No
- ✓ What does the insurance cover?

  _____
- ✓ What is the venue responsible for if an accident occurs?

  _____

  _____

Other venue notes:

_____

_____

_____

_____

*It is recommended that you ask to see the venue setup for a wedding so you can see the arrangement of the space ready for a wedding.