



# Wedding Venue Planning Kit

## Your Complete Guide to Selecting the Perfect Venue

Designed with ❤️ by Robert Walk

# How to Use This Kit

1. Use the Comparison Spreadsheet — write side-by-side notes for up to 3 venues.
2. Prefer digital? Use the Fillable Spreadsheet version to type directly.
3. Don't forget to review extras, such as transportation options, potluck arrangements, and décor flexibility.
4. Trust your instincts — the right venue should feel like the perfect fit for your story.

## Pro Tips for Venue Tours

- Visit at the same time of day your wedding will take place — lighting matters.
- Ask what's included so you don't double-pay for rentals.
- Confirm the rain plan before signing for any outdoor venue.
- Check sound, parking, and accessibility — often overlooked but critical.
- Take photos/videos of the spaces to compare later with fresh eyes.

## Wedding Venue Quick Checklist

A stylish, one-page guide with the most critical questions to ask when evaluating venues. Bring this along to tours for quick reference.

### Basic Info

- Is our preferred date available?
- What is the maximum guest capacity?
- Will we be the only event that day?

### Cost & Inclusions

- What is the rental fee and what does it include? ■ Are there hidden fees (service, corkage, gratuity, overtime)? ■ What's the deposit and payment schedule?

### Spaces & Layout

- Is there a ceremony space, reception space, and dance floor?

- What is the rain plan (if outdoors)? ■ Are there getting-ready rooms available?

## Food & Beverage

- Do you offer catering services or permit outside catering?
- What are the alcohol policies?
- Are tastings included?

## Logistics

- Is there parking or shuttle service? ■ How many restrooms are available? ■ Are there noise or curfew restrictions?

## Guest Comfort

- Are there nearby hotels or on-site lodging?
- Is the venue accessible for elderly/disabled guests?
- Is there heating/AC for comfort?

## Flexibility & Rules

- Are décor, candles, or confetti allowed?
- Can we bring in our own vendors?
- What is the cancellation policy?

# Wedding Venue Comparison Spreadsheet Template

Criteria	Venue 1	Venue 2	Venue 3
Venue Name			
Location			
Contact Info			
Date Availability			

Criteria	Venue 1	Venue 2	Venue 3
Guest Capacity			
Style / Atmosphere			
Exclusivity			
Rental Fee			
What's Included			
Hidden Fees			
Deposit Schedule			
Insurance Required			
Ceremony Space			
Reception Layout			
Outdoor / Rain Plan			
Dance Floor			
Getting-Ready Rooms			
Catering Options			
Menu Flexibility			
Alcohol Policy			
Potluck Allowed			
Kitchen Facilities			
Preferred Vendors			
Vendor Access Time			
Power Supply / AV			
Wi-Fi			
Parking			
Shuttle Options			
Nearby Lodging			
Restrooms			
Noise Restrictions			
Décor Limits			

Criteria	Venue 1	Venue 2	Venue 3
Photo/Drone Rules			
Music Rules			
Pet Policy			
Smoking Policy			
Children-Friendly			
Accessibility			
Climate Control			
Coordinator Provided			
Security			
Set-Up/Clean-Up			
Photo Backdrops			
Unique Features			
After-Party Options			
Eco-Friendly			
Cultural Flexibility			
Overall Vibe			
Cancellation Policy			
Overtime Fees			

# Thank You for Using the Wedding Venue Planning Kit!

We hope this guide helps you discover and choose the perfect venue.

Remember: the right venue isn't just a place, it's the setting for your story.

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