



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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