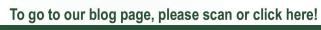
# The Venue Search Checklist

# Choosing Your Venue

The	e Basics
	Is the date we're considering available? If not, what are the other dates available?
	What is my minimum guest count? Maximum guest count?
	Do they have a facility director or day-of coordinator?
	Are there any other weddings at the venue at the same time as ours?
	How far in advance can I reserve my date? Do they have a wait list?
	Do they have seasonal or off-day discounted rates?
	What happens if I'm not ready to book, but want to reserve the date?
	What is the latest time guests will be allowed to stay?
	Are they close to hotels? Do hotels have shuttle service?
	What is the venue's turnaround time for responses to questions?
Pri	cing
	How much is the deposit or initial payment to book our date? Is it refundable?
	What is the payment schedule? Are there any late fees?
	Can we pay it all up front? How are payments made?
	Does the total payment include sales tax, service charges, gratuity and cleaning fees? If Not, what are the extra costs?
	What is the cancellation policy?
	Are there any optional item that aren't included?
	Will we need a Day Of Wedding Insurance Policy?
	How many hours come with the Package? By what time do we need to vacate?
Ce	remony
	What is the indoor backup plan if it rains? How long before the ceremony do we have to decide?
	When is the rehearsal? How long is the rehearsal?
Am	nenities
	Are there "getting ready" rooms onsite or will we have to reserve another location for that?
	What is included with the venue rental?
	Who is responsible for setting up and cleaning up?
	Will we have access to the Bridal Suite before the ceremony and during the reception?
	What are the options for reception setup? What type of tables do they have? Dance floor?
	Is there a strong cell signal at the venue? Do they have Wifi?
	Where will gifts be stored during the event?







# The Venue Search Checklist

## **Choosing Your Venue**

	Who will be our point of contact in planning beforehand? On the date of the wedding?
	Can I have my own vendors? If so, are there any fees involved to use outside vendors?
	Does the venue come with any rentals? Tables, Chairs, Linens, Glassware, etc.?
	Will our vendors be responsible for breaking down their décor post-event or does the venue have staff available for
that	If our vendors are responsible for break down, what time do they have to be out by?

## Food and Beverage

Do they have in-house catering?
Do they have a preferred vendor list? Am I required to use someone from that list?
What is the alcohol policy? Is liquor allowed to be served?

Can we bring in our own alcohol? If so, are there any corkage or service fees?

#### **Special Considerations**

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	If the ceremony site is outdoors, is there a back-up plan in case of rain?
	Does the ceremony allow for multiple ceremony configurations?
	Do they have electrical hookup onsite for DJ or live band?
	What are the lighting options for the reception?
	Any open-flame candles / sparklers / confetti, etc. allowed?
	Do they have any outside areas for photography?

#### **Policies and Logistics**

What security services are required by the venue?
Are animals allowed to attend the wedding? Can my 'baby' walk down the aisle with me?
Are children allowed at the venue? If so, is there a baby changing area or space for nursing mothers'
Is the venue fully handicap accessible?
What are the parking options available?
How many bathrooms do they have?

☐ What is the reschedule / cancellation policy?

Close to hotels? Do hotels offer shuttles?





