

The Venue Search Checklist

Choosing Your Venue

The 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?

Pricing

- ☐ 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?

Ceremony

- ☐ 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?

Amenities

- ☐ 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?



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Vendors

- ☐ 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

- ☐ 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?
- ☐ Close to hotels? Do hotels offer shuttles?
- ☐ What is the reschedule / cancellation policy?



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