





# WEDDING VENUE PLANNING SHEET

## KEY CONTACTS JOINING US:

CATERING	_____
PHOTOS	_____
PLANNER	_____
RENTALS	_____
CAKE	_____
BARTENDER	_____
VIDEO	_____
OFFICIANT	_____
DJ/AUDIO	_____
LIGHTING	_____
OTHER	_____
OTHER	_____
OTHER	_____
OTHER	_____
OTHER	_____
OTHER	_____

# OF 6' RECTANGLE TABLES NEEDED: \_\_\_\_\_

# OF METAL FOLDING CHAIRS NEEDED: \_\_\_\_\_

# OF COLUMNS NEEDED: \_\_\_\_\_

# OF OVERNIGHT GUESTS: \_\_\_\_\_

BARN BEING USED? \_\_\_\_\_

PATIO FURNITURE NEEDED: \_\_\_\_\_

LIVING ROOM FURNISHING NEEDED: \_\_\_\_\_

SETUP UPON ARRIVAL (LIVING VS EVENT): \_\_\_\_\_

CHANGE OF SETUP TIME AND DATE: \_\_\_\_\_

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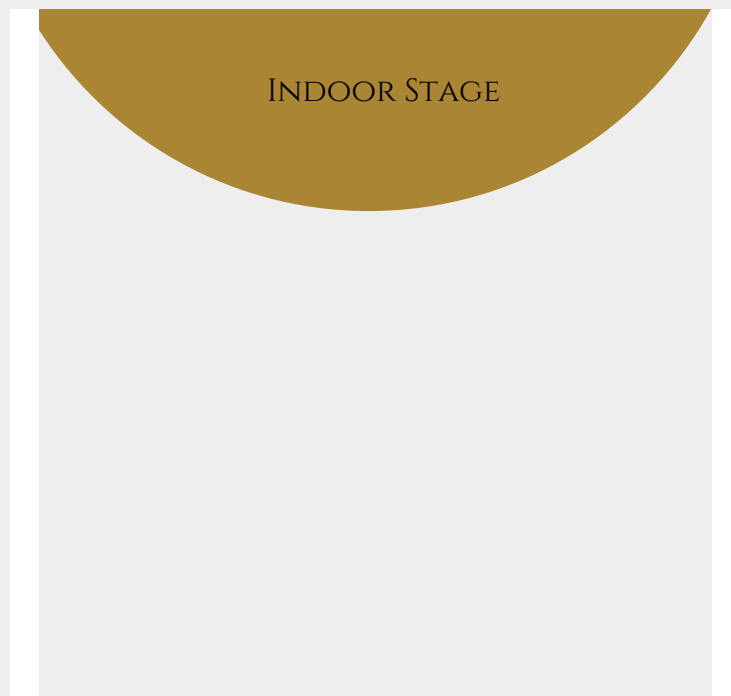
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# WEDDING VENUE PLANNING SHEET

## LAYOUT FOR CEREMONY

INDOOR OR OUTDOOR: \_\_\_\_\_



# WEDDING VENUE PLANNING SHEET

## LAYOUT FOR RECEPTION

INDOOR OR OUTDOOR: \_\_\_\_\_

