

WEDDING VENUE QUESTIONS CHECKLIST

AVAILABILITY & BOOKING

- ☐ IS OUR DESIRED DATE AVAILABLE?
- ☐ HOW FAR IN ADVANCE SHOULD WE BOOK?
- ☐ WHAT IS THE DEPOSIT AMOUNT AND WHEN IS IT DUE?
- ☐ WHAT IS THE CANCELLATION/POSTPONEMENT POLICY?
- ☐ IS THERE A MINIMUM GUEST COUNT REQUIREMENT?
- ☐ DO YOU OFFER DATE FLEXIBILITY IF OUR PLANS CHANGE?

VENUE DETAILS

- ☐ HOW MANY HOURS DOES THE RENTAL INCLUDE?
- ☐ ARE THERE OVERTIME FEES IF THE EVENT RUNS LONG?
- ☐ WHAT SPACES ARE INCLUDED IN THE RENTAL
(CEREMONY, COCKTAIL HOUR, RECEPTION AREAS)?
- ☐ IS THERE A BRIDAL SUITE OR GROOM'S ROOM FOR PREPARATION?
- ☐ WHAT IS THE MAXIMUM CAPACITY?
- ☐ IS THE VENUE ACCESSIBLE FOR GUESTS WITH DISABILITIES?
- ☐ IS THERE AMPLE PARKING FOR GUESTS?
- ☐ DO YOU PROVIDE VALET OR SHUTTLE SERVICES?



CATERING & BAR

- ☐ IS IN-HOUSE CATERING MANDATORY OR CAN WE BRING OUTSIDE VENDORS?
- ☐ CAN WE SEE SAMPLE MENUS AND PRICING?
- ☐ ARE TASTINGS OFFERED BEFORE BOOKING?
- ☐ CAN YOU ACCOMMODATE DIETARY RESTRICTIONS?
- ☐ WHAT ARE THE BAR PACKAGE OPTIONS?
- ☐ IS THERE A CAKE-CUTTING FEE?
- ☐ CAN WE BRING OUR OWN ALCOHOL (CORKAGE FEE)?
- ☐ IS THERE A FOOD AND BEVERAGE MINIMUM?

VENDORS & COORDINATION

- ☐ DO YOU HAVE A LIST OF PREFERRED/REQUIRED VENDORS?
- ☐ ARE THERE ADDITIONAL FEES FOR USING OUTSIDE VENDORS?
- ☐ IS THERE AN ON-SITE COORDINATOR INCLUDED?
- ☐ DO YOU PROVIDE ANY DECOR ITEMS (TABLES, CHAIRS, LINENS, ETC.)?
- ☐ WHAT DECORATIONS ARE ALLOWED? ANY RESTRICTIONS?
- ☐ ARE THERE RESTRICTIONS ON PHOTOGRAPHERS OR VIDEOGRAPHERS?
- ☐ CAN WE BRING OUR OWN ENTERTAINMENT (BAND/DJ)?

LOGISTICS & SETUP

- ☐ WHEN CAN VENDORS ARRIVE FOR SETUP?
- ☐ WHEN CAN WE ACCESS THE VENUE FOR REHEARSAL?
- ☐ IS THERE DEDICATED STAFF FOR SETUP AND CLEANUP?
- ☐ ARE THERE NOISE RESTRICTIONS OR CURFEW TIMES?
- ☐ IS THERE A BACKUP PLAN FOR INCLEMENT WEATHER (FOR OUTDOOR VENUES)?

