

# WEDDING VENUE *guide*





# IMPORTANT QUESTIONS TO ASK A *venue*

|   |   |
|---|---|
| <b>BASIC QUESTIONS</b>  | ✓ |
| Is the location available on the day of our wedding?                                    |   |
| What is the capacity of the place?  |   |
| What is the deposit amount? The deposit is due when?                                    |   |
| What is the total amount due? When is the deadline for payment?                         |   |
| Are parking expenses, service fees, cleaning fees, etc. included?                       |   |
| Are there any other charges or expenses?  |   |
| How are payments made?  |   |
| How many hours are included in the rental price, and is there a charge for extra hours? |   |

# QUESTIONS TO ASK A *Venue*

| <b>BASIC QUESTIONS</b>   | ✓                        |
|--|--------------------------|
| Who will be our point of contact?                                      | <input type="checkbox"/> |
| How late can people still be there?                                    | <input type="checkbox"/> |
| How do you handle cancellations?                                       | <input type="checkbox"/> |
| Do you have testimonials, recommendations, or references we may check? | <input type="checkbox"/> |

| <b>VENDORS &amp; DECORATIONS</b>  | ✓                        |
|---|--------------------------|
| How early can the vendors begin the day's setup?  | <input type="checkbox"/> |
| Has the location its own security?  | <input type="checkbox"/> |
| Do you keep a list of the reputable/approved merchants you use?   | <input type="checkbox"/> |
| Are the vendors we can utilize subject to any restrictions?   | <input type="checkbox"/> |
| Does the location have a caterer?   | <input type="checkbox"/> |
| Are there minimums for food and drink?  | <input type="checkbox"/> |
| Will we be required to pay service fees if we collaborate with other food and beverage vendors?                             | <input type="checkbox"/> |
| Is there parking at the location of the event?  | <input type="checkbox"/> |
| What amenities (number of restrooms, changing rooms, sound equipment, etc.) are available at the location?                  | <input type="checkbox"/> |
| Are noise and aesthetic restrictions in place?  | <input type="checkbox"/> |
| Will the venue's employees assist with putting up and taking down the decorations? If so, will there be an additional cost? | <input type="checkbox"/> |

# Venue SELECTION WORKSHEET

|                            |  |
|----------------------------|--|
| IDEAL VENUE LOCATIONS      |  |
|                            |  |
|                            |  |
|                            |  |
| CAPACITY REQUIREMENT       |  |
|                            |  |
| LIST OF VENUE "MUST-HAVES" | LIST OF VENUE "WOULD BE NICE TO HAVES" |
|                            |  |
|                            |  |
|                            |  |
|                            |  |

|                        |   |
|------------------------|---|
| <b>CHECKLIST</b>       | ✓ |
| VENUE AVAILABILITY     |   |
| GUEST CAPACITY         |   |
| OUTDOOR/INDOOR OPTIONS |   |
| PARKING CAPACITY       |   |
| SECURITY               |   |
| DISABILITY OPTIONS     |   |
| EVENT INSURANCE        |   |
| AUDIO REQUIREMENTS     |   |

|                       |   |
|-----------------------|---|
| <b>CHECKLIST</b>      | ✓ |
| LIGHTING              |   |
| RESTROOM FACILITIES   |   |
| CLEAN-UP FEES         |   |
| DECORATION POLICY     |   |
| IN-HOUSE CATERING     |   |
| OUTSIDE VENDOR POLICY |   |
|                       |   |
|                       |   |

# *Venue* COMPARISON

|                     | VENUE #1 | VENUE #2 | VENUE #3 |
|---------------------|----------|----------|----------|
| VENUE NAME          |          |          |          |
| COST                |          |          |          |
| DEPOSIT             |          |          |          |
| LOCATION            |          |          |          |
| AVAILABLE DATES     |          |          |          |
| PRICE/HEAD          |          |          |          |
| CAPACITY            |          |          |          |
| PAYMENT TERMS       |          |          |          |
| TOTAL FEES          |          |          |          |
| DECORATION POLICY   |          |          |          |
| CANDLE POLICY       |          |          |          |
| CANCELLATION POLICY |          |          |          |
| LIQUOR LICENSE      |          |          |          |
| NOTES               |          |          |          |

# booking CONFIRMATION

## VENUE DETAILS

COMPANY NAME

CONTACT NAME

EMAIL

PHONE

WEBSITE

DATE CONTRACT SIGNED

## PAYMENT DETAILS

PRICE/HEAD

ESTIMATED TOTAL

DEPOSIT AMOUNT

DEPOSIT DUE DATE

ESTIMATED FINAL PAYMENT

FINAL PAYMENT DUE DATE

## ORDER DETAILS

NAME OF LOCATION

CAPACITY

SET-UP TIME

EVENT START TIME

EVENT END TIME

CLEAN UP COMPLETED BY

NOTES

# decor CHECKLIST

|  |   |
|--|---|
| CEREMONY   | ✓ |
| WELCOME SIGN   |   |
| OTHER SIGNAGE (unplugged ceremony, gift table, etc.) |   |
| ORDER OF SERVICE SIGN                                |   |
| CEREMONY ARCH  |   |
| CEREMONY BACKDROP                                    |   |
| AISLE RUNNER   |   |

|                  |   |
|------------------|---|
| CEREMONY         | ✓ |
| AISLE DECOR      |   |
| CANDLES/LANTERNS |   |
| VOW BOOKS        |   |
| CONFETTI/RICE    |   |
| ENTRANCE DECOR   |   |
| WEDDING PROGRAMS |   |



# decor CHECKLIST

|  |   |
|--|---|
| RECEPTION                                    | ✓ |
| SIGNAGE (welcome sign, parking, other, etc.) |   |
| TABLE PLAN/SEATING CHART                     |   |
| DECORATIVE CANDLES/LANTERNS                  |   |
| LOUNGE SEATING                               |   |
| FAIRY LIGHTS, BALLOONS, ETC.                 |   |
| GUEST BOOK TABLE                             |   |
| PHOTOBOOTH STATION                           |   |
| CAKE STAND & KNIFE                           |   |
| DANCE FLOOR                                  |   |

|                           |   |
|---------------------------|---|
| RECEPTION                 | ✓ |
| GETAWAY CAR DECORATIONS   |   |
| CARDS & GIFTS TABLE       |   |
| BATHROOM TOILETRY BASKET  |   |
| GARDEN/LAWN GAMES         |   |
| BAR & DRINKS STATION      |   |
| UMBRELLAS, BLANKETS, ETC. |   |
| CHAIRBACK DECOR           |   |
| HEAD TABLE GARLAND        |   |
| BAR MENU SIGN             |   |



# *decor* CHECKLIST

|                     |   |
|---------------------|---|
| TABLE DECOR         | ✓ |
| FLORAL CENTERPIECES |   |
| SEATING PLACARDS    |   |
| TABLE RUNNERS       |   |
| TABLE NUMBERS       |   |
| MENUS               |   |

|                                    |   |
|------------------------------------|---|
| TABLE DECOR                        | ✓ |
| GLASSES/PLATES/CUTLERY/<br>NAPKINS |   |
| WEDDING FAVORS                     |   |
| CHILDREN ACTIVITY PACKS            |   |



# reception TABLE PLAN

TABLE #1

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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TABLE #2

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TABLE #3

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TABLE #4

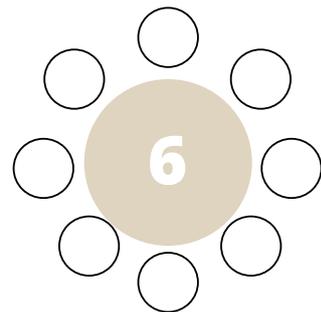
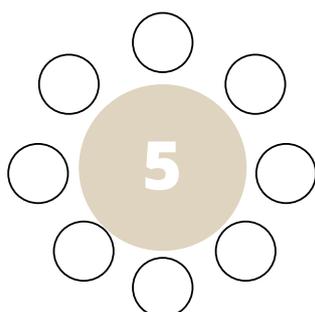
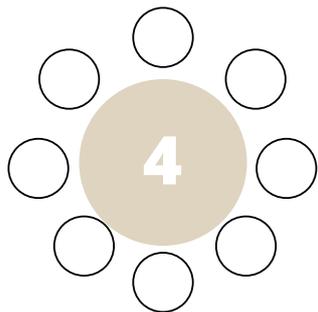
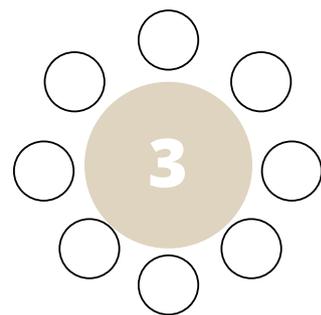
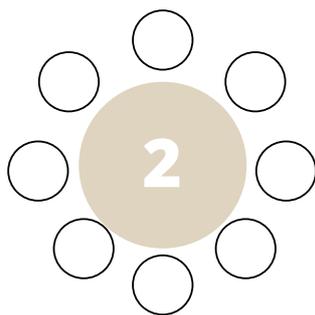
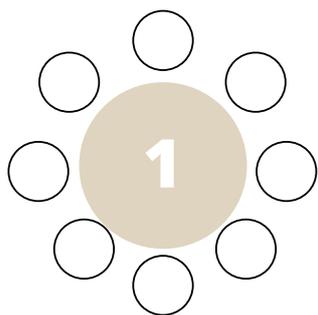
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TABLE #5

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TABLE #6

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# reception TABLE PLAN

TABLE #7

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TABLE #8

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TABLE #9

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TABLE #10

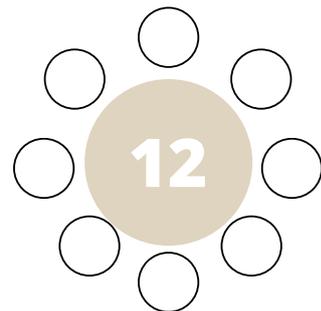
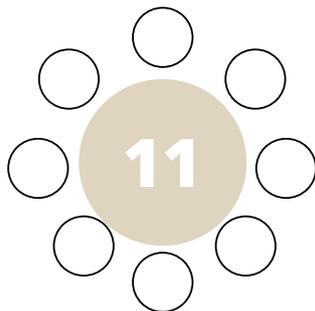
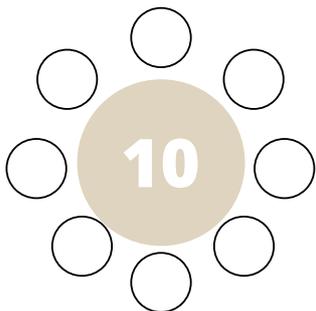
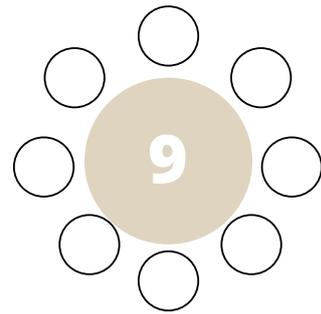
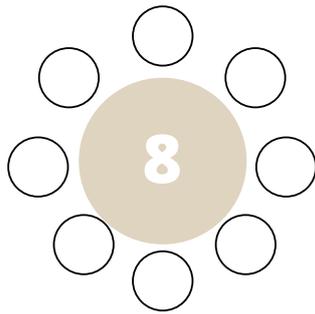
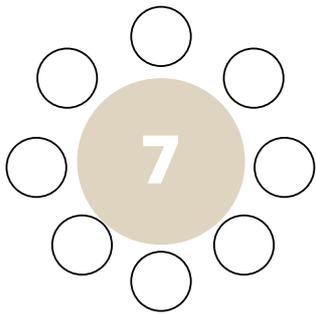
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TABLE #11

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TABLE #12

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# *decoration* PLANNER

## DECORATIONS FOR CEREMONY

## DECORATIONS FOR RECEPTION

## TABLE DECOR

## OTHERS

## NOTES

# Looking for Wedding Photographer & Videographer?



**"Your style is our style. You name it, we shoot it."**

Let's shoot your wedding photos and videos with the vision of preserving your most memorable moments in natural, real, and delicate shots.

**BOOK A CALL**