

WEDDING VENUE *guide*





IMPORTANT QUESTIONS TO ASK A *venue*

| BASIC QUESTIONS | ✓ |
|---|---|
| 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*

| | |
|--|---|
| BASIC QUESTIONS | ✓ |
| Who will be our point of contact? | |
| How late can people still be there? | |
| How do you handle cancellations? | |
| Do you have testimonials, recommendations, or references we may check? | |

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

Venue SELECTION WORKSHEET

IDEAL VENUE LOCATIONS

CAPACITY REQUIREMENT

LIST OF VENUE "MUST-HAVES"

LIST OF VENUE "WOULD BE NICE TO HAVES"

CHECKLIST



VENUE AVAILABILITY

GUEST CAPACITY

OUTDOOR/INDOOR OPTIONS

PARKING CAPACITY

SECURITY

DISABILITY OPTIONS

EVENT INSURANCE

AUDIO REQUIREMENTS

CHECKLIST



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/ NAPKINS | |
| WEDDING FAVORS | |
| CHILDREN ACTIVITY PACKS | |



reception TABLE PLAN

TABLE #1

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8. _____

TABLE #2

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TABLE #3

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TABLE #4

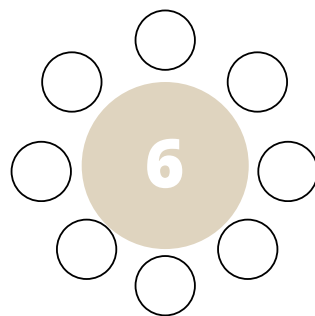
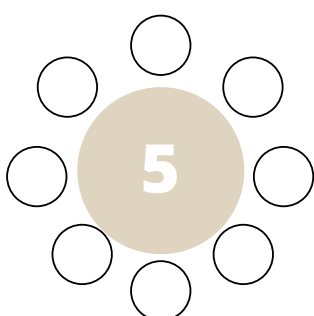
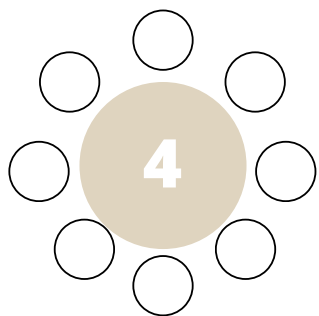
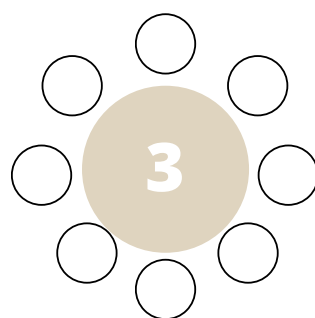
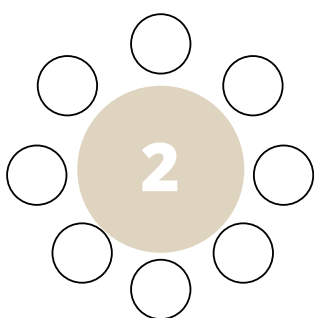
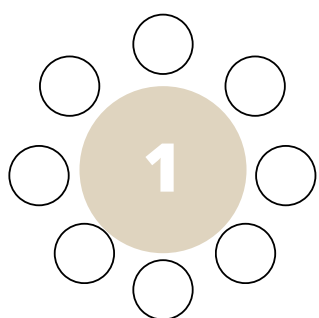
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TABLE #6

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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

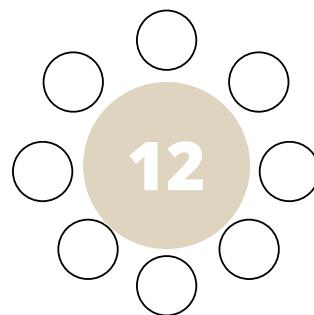
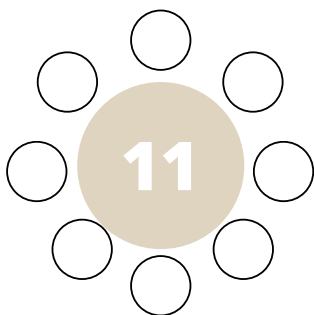
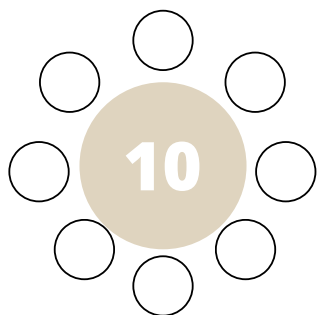
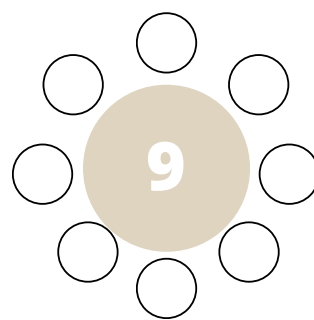
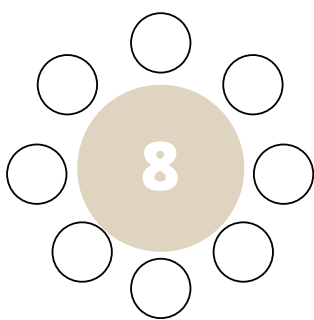
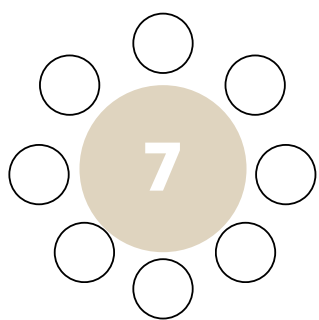
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TABLE #11

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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