

# Wedding Venue Checklist

Venue Name:	
Venue Contact:	
Telephone Number:	
Location:	
Available Dates:	
Price Quoted:	
Date Visited:	
Overall Ranking:	

## THE VENUE

First Impressions:	
Was the venue easy to find?	
How many guests can the venue accommodate?	
What's included?	
Will it be necessary to hire any additional items?	
Is there an in-house wedding coordinator?	
At what time can our guests arrive on the day?	

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What time does the reception need to finish by?	
Is there a wet weather contingency?	
Was the wedding day explained?	
Who will take the lead on the day?	
Is there disabled access?	
Are there any restrictions? (i.e. candles, confetti etc.)	
Is there a preferred suppliers list? Must we use this?	
At what time can suppliers set up?	

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ROOM	
Are there separate rooms for ceremony, reception, meal, evening reception etc.?	
What are the capacities? Day and evening guests.	
Is there a dressing room that the Bridal party can use prior to the ceremony?	
What about night before accommodation for the bride?	
Is there a quieter area for older guests to get away from noise of a band or DJ?	
Does the venue have accommodation?	
If so, how many bedrooms?	
What are the costs for overnight accommodation?	
Is breakfast included?	
What is the Check-in/Check-out policy?	

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CATERING	
Is there in-house catering and staff?	
Is there a minimum spend on food in the day or evening?	
Does the venue supply examples of the menus?	
Is a menu tasting offered? Is there an additional cost for this?	
Is there any flexibility on the menu and are there special dietary requirements met?	
Does the venue provide equipment (i.e. tables, chairs, linen, plates, glassware etc.)	
Does the venue supply a cake stand and knife?	
What time does the venue offer an alcohol license until?	
Does the venue insist on supplying wine and champagne?	
Can the venue provide a drinks list?	
What are the venues' corkage costs? (If offered)	

# Wedding Venue Checklist

## FINANCIAL

Were you supplied with a quotation?	
What is the cancellation policy?	
When are payments required?	
Is VAT included in the final price?	

## THE NEXT STEPS

Are you able to hold a date? And for how long?	
What is the deposit amount to secure this date?	
And when is the deposit due?	