

Wedding Venue Checklist

CONTACT INFORMATION	
Venue	
Contact	
Telephone	
Email	

DATES & COST	
Available Dates	
Estimated Cost	

NOTES

RECEPTION ROOM

How many reception rooms are there?		
What is the maximum guest count?		
Does the venue provide tables, chairs, linens, cutlery, etc.?	YES	NO
Does the venue provide a dance floor?	YES	NO
Does the venue provide a PA system for speeches?	YES	NO
Is there room for a DJ/band?	YES	NO
Is there room for a photo booth?	YES	NO
Is a smoke/fog machine permitted?	YES	NO
Are sparklers permitted?	YES	NO
Is confetti permitted?	YES	NO
Does the venue allow fireworks for paper lanterns?	YES	NO
How many hours can the reception last?		
Does the venue host more than one event per day?	YES	NO

Notes

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CATERING

Does the venue provide catering? If yes, is there a menu with pricing?	YES		NO	
Does the venue have a required guest count or minimum expenditure?	Required Guest Count		Minimum Expenditure	
Does the venue charge a corkage fee? If yes, what is the fee?	YES	NO		Fee:
Does the venue charge a cake cutting fee? If yes, what is the fee?	YES	NO		Fee:
Does the venue permit outside food/alcohol?	YES		NO	
Does the venue offer a tasting?	YES		NO	
Does the venue offer late-night options?	YES		NO	
Does the venue offer breakfast options?	YES		NO	
Does the venue offer rehearsal dinner options?	YES		NO	

Notes

CEREMONY SITE

Is the ceremony site handicap accessible?	YES	NO
Is there an indoor site or inclement weather plan?	YES	NO
Does the venue provide ceremony chairs?	YES	NO
How much time is allowed for the ceremony?		

Notes

SETUP/BREAKDOWN

What time can vendors start setup?		
Does the venue provide setup/breakdown services?	YES	NO
Can decorations be hung on walls or from the ceiling?	YES	NO
Does the venue provide any items?	YES	NO
Is there a secure room to store gifts?	YES	NO
Is there an on-site coordinator for any day-of needs?	YES	NO

Notes

HOTEL ACCOMMODATIONS

Is there a group block reserved for wedding guests? If yes, how many rooms are in the block?	YES	NO	# of Rooms:
Is there a discounted rate for wedding guests? If yes, what is the rate?	YES	NO	Rate:
How far in advance can hotel rooms be booked?			
Are there hotel rooms reserved for the bride/groom and bridal party for getting ready?	YES	NO	
What time is check-in/check-out?	Check-in:	Check-out:	
Is breakfast included?	YES	NO	
Is there sufficient parking?	YES	NO	

Notes

CONTRACT

What is the cancellation policy?

What is the deposit amount?

When is the deposit due?

When is the final payment due?

Can the venue hold dates?

YES**NO****Notes**