

Section:

Venue Section

# Wedding Venue Checklist

## *Questions to ask before you select your venue*

IS IT AVAILABLE ON MY WEDDING DATE?

WHAT IS THE MAXIMUM OCCUPANCY?

IS THERE AN IN-HOUSE COORDINATOR?

WILL THEY BE PRESENT DURING THE WEDDING?

WHAT IS THE FOOD & BEVERAGE MINIMUM

DO YOU HAVE INDOOR/OUTDOOR OPTIONS?

DO YOU OFFER WEDDING PACKAGES?

WHAT TIME CAN THE WEDDING GO TILL?

CAN WE PLACE A COURTESY HOLD ON THE DATE?

IS THERE AN ADDED COST TO TURNOVER THE BALLROOM?

DO YOU HAVE PHOTOS OF PAST WEDDINGS?

DO YOU HAVE A LIST OF RECOMMENDED VENDORS?

WHAT TYPE OF LINENS ARE AVAILABLE FOR TABLES?

WHAT ARE THE CHAIR OPTIONS?

IS THERE COMPLIMENTARY GROOM CHANGING ROOMS?

HOW MUCH IS GUEST PARKING?

IS THERE ADDITIONAL COSTS FOR OUTSIDE VENDORS?

IS THERE A PRICE DIFFERENCE BASED ON DAY OR NIGHT?

WHAT ARE MY CONTRACT REQUIREMENTS?

## *Additional Questions*

# Wedding Venue Comparison

Criteria	Venue 1	Venue 2	Venue 3
Available for date			
Maximum Occupancy			
Ceremony Rent			
Reception Rent			
Handicap Access			
Rehearsal Time			
Total Time Available			
Clean Up Services			
In-House Coordinator			
Prep Room			
Sole Use of Property			
Photo Time			
Security Required			
Alcohol			
Food			
Chairs/Linens			
Decorations			
In-House Vendors			
Rooms for Guests			
Service Fees			
Extra Fees			
Fees Refundable			

# Wedding Venue Comparison

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# Notes

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