



'I DO'
TO DO'S

The Venue



12-18
Months

- ☐ Decide what time of year and where you want to get married
- ☐ Create a preliminary guest list to determine venue size
- ☐ Decide on the style of wedding and venue type
 - Country Club, Ballroom, Barn, Church, Hotel, Winery, Industrial, Historic, Modern, Indoor/Outdoor
- ☐ Research venues
- ☐ Book tours at venues within your price range and guest count size

12
Months

- ☐ Book your venue

6
Months

- ☐ Reserve venues for welcome party, rehearsal dinner, after party, and next-day brunch
- ☐ Share vendor info with the on-site coordinator if they provide one
- ☐ Reserve rental and decor items for the venue
- ☐ Meet with on-site caterer and bar service to discuss menus and timelines.
 - See Catering and Bar Services questions and checklist

1
Month

- ☐ Confirm arrival time with venue
- ☐ Send venue a day-of schedule and floor plan layout

Week
Of

- ☐ Have your planner/coordinator (or assign someone) be on-hand to meet with vendors as they arrive
- ☐ Final guest count to caterer, bar service, and venue
- ☐ Rehearse ceremony with the entire wedding party and hold rehearsal dinner

Day
Of

- ☐ Bring all ceremony and reception accessories to the venue
 - Decor, signage, guest book, cake server, favors, amenity baskets
 - TIP: Ask if there is an event the night before and if you could drop things off at your rehearsal
- ☐ Make sure you have everything out of the space by the time specified by the venue. You don't want to get charged for overtime!





GET TO
KNOW

The Venue



VENUE NAME: _____ LOCATION: _____

CAPACITY: _____ PRICE: _____ DEPOSIT: _____

- ☐ What dates do you have available?

- ☐ When is the full payment due?

- ☐ What is your cancellation policy?

- ☐ Can I have my ceremony and reception on-site?

- ☐ Is there a room flip cost?

- ☐ Do you have rehearsal & rehearsal dinner accommodations?

- ☐ Do you have outdoor space available?

- ☐ Do you have a list of packages?

- ☐ Can we add additional time to our rental? What is the fee?

- ☐ What items & equipment are complementary? What do I need to rent?

- ☐ Do you have liability insurance?

- ☐ Do you have a preferred vendor list?

- ☐ Can I bring in outside vendors?

- ☐ Are there surcharges for non-preferred vendors?

- ☐ What are your food and beverage policies?

- ☐ What is your food and beverage minimum?

- ☐ Can I choose my own catering company?

- ☐ Can I bring in my own bar service?

- ☐ When is last call for the bar?

- ☐ Can we customize the food menu?

- ☐ Do you have a cake-cutting fee?

- ☐ Can I bring in my own rental company?

- ☐ Does your space have restrictions on floral or decor?

- ☐ How many restrooms are on-site?

- ☐ How early can we access the spaces?

- ☐ Where can we load in and out?

- ☐ When does the room need to be clear?

- ☐ Is there a fee if the reception runs long?

- ☐ What extra venue-related or labor costs are there?

- ☐ Will there be staff on-site for the entire day?

- ☐ Do you provide security?

- ☐ Is there a dance floor and AV equipment?

- ☐ Are there sound restrictions?

- ☐ What parking do you provide? Valet costs?

- ☐ Do you offer a coat check?

- ☐ Are there spaces for both parties to get ready?

- ☐ Will there be any other events on my wedding day?

- ☐ Do you have a day-of coordinator and/or require one?
