

# FINDING YOUR WEDDING VENUE CHECKLIST

## DOES THE VENUE FIT YOUR NEEDS?

- Available on your desired date
- Ceremony and/or reception spaces
- Capacity for your guest count
- Accommodations near by
- Public transportation options
- Rental cost within budget
- Deposits and payment requirements
- Insurance requirements

## WHAT AMENITIES ARE PRESENT?

- Variety of Rooms
- Air conditioning available
- Handicap accessibility
- Restrooms
- Coat check
- Parking
- Sound System

## WHAT IS INCLUDED?

- Clean-up is taken care of
- Tables and chairs
- Tableware provided by the catering company
- Additional charges that are not included in the rental fee

## DOES THE VENUE MATCH YOUR WEDDING VISION?

- Hours of the wedding
- Decor limitations
- Beverage restrictions
- Popular photo op locations
- Music regulations
- Vendors preferences

## HOW DOES THE VENUE RUN WEDDINGS SMOOTHLY?

- Facility Director
- Catering Partners
- Rehearsal options
- Weather Plan
- Wedding layout assistance

## WHAT HAVE PAST CLIENTS SAID ABOUT THE VENUE?

- Photo galleries or event spotlights
- Venue's website or social media
- Reviews

