

VENUE CHECKLIST

Print multiple copies and take them with you when you visit venues.



Venue Details

Venue Name	
Contact Name	
Telephone	
Email	

Dates & Costs

Available Dates	
Cost for the day	

Notes:

The Venue

Ceremony Guests #	
Reception Guests #	
Is there a wedding co-ordinator?	
Sufficient parking?	
Is there disabled access?	
Is confetti allowed?	

Entertainment

Room for a band or DJ?	
Dancefloor provided?	
Evening noise restrictions?	
Are fireworks permitted?	
Is there a PA system for speeches?	
Does the venue have Public Liability Insurance?	

Venue Notes

Accommodation & Rooms

Is there a secure room to store wedding gifts until we can collect the next day?

Is there a room available for the bride and groom to use on the day?

If rooms are available for overnight accommodation, then how many?

Costs for overnight accommodation?

Is breakfast included?

What time is checkout the following day?

Can rooms be reserved for guests to book?

Accommodation Notes

Catering

Do they offer in-house catering? If not, do they have any recommendations?

Do you have example menus and prices?

Does the venue provide equipment i.e. tables, chairs, linen, plates, glassware etc.?

Can you supply a cake stand and knife if required?

Do you have an alcohol license and what time can you offer alcohol until?

Does the venue insist on supplying the wine and champagne?

What do they charge for corkage?
If applicable.

What time does the reception need to finish by?

Catering Notes

Finances and Costs

What are the various options and costs for the venue?

What is the cancellation policy?

How much is the deposit to secure the date and when is it due?

How much is the final balance and when is it due?

Notes & Thoughts