

## VENUE PLANNING:

# Ask The Right Questions

Before signing on the dotted line, put your venue through the paces. Print out this worksheet and take one to each site visit. Then compare and contrast your notes to find the place that works best.

VENUE	CONTACT
name address website	name phone email
DATE & PAYMENT	NOTES
<ol style="list-style-type: none"><li>1. Is our preferred day available?</li><li>2. How many other weddings or events will be booked that day?</li><li>3. Is there any planned construction?</li><li>4. What is the site fee, deposit, and payment schedule?</li><li>5. Do costs vary by day or time (Saturday, Sunday, afternoon, evening)?</li><li>6. Are there hidden costs?<ul style="list-style-type: none"><li>• service charges</li><li>• gratuities</li><li>• cleaning fees</li><li>• membership dues</li><li>• overtime rates</li><li>• cake cutting</li></ul></li><li>7. What's the cancellation policy? Is the deposit refundable?</li></ol>	
FOOD, DRINK, DANCING & DÉCOR	NOTES
<ol style="list-style-type: none"><li>1. Can we use an outside caterer?</li><li>2. Does the site have a liquor license?</li><li>3. Can we bring in our own booze?<ul style="list-style-type: none"><li>• If yes, is there a corkage fee?</li><li>• If no, what is the pricing for alcohol?</li></ul></li><li>4. Is there room for a band, DJ, and/or dancing?</li><li>5. Can we alter the existing décor in any way?</li><li>6. Are candles and/or confetti permitted?</li></ol>	

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RULES & REGULATIONS	NOTES
<ol style="list-style-type: none"><li>1. Who on staff will be our point person throughout the event?</li><li>2. Does the venue have insurance or do we need to get it?</li><li>3. Do we need any permits?</li><li>4. What are the restrictions?<ul style="list-style-type: none"><li>• minimum and maximum capacity</li><li>• handicap accessibility</li><li>• noise</li><li>• photography/flash</li><li>• child limitations</li></ul></li><li>5. What time can our vendors start setting up? What time do they need to leave?</li><li>6. Who is responsible for cleanup?</li></ol>	
WHAT'S INCLUDED	NOTES
<ul style="list-style-type: none"><li><input type="checkbox"/> parking</li><li><input type="checkbox"/> valet</li><li><input type="checkbox"/> security</li><li><input type="checkbox"/> heat</li><li><input type="checkbox"/> air-conditioning</li><li><input type="checkbox"/> adequate power supply</li><li><input type="checkbox"/> bathrooms</li><li><input type="checkbox"/> coat-check</li><li><input type="checkbox"/> kitchen equipment</li><li><input type="checkbox"/> lighting kits</li><li><input type="checkbox"/> sound system</li><li><input type="checkbox"/> bridal suite</li><li><input type="checkbox"/> tables and chairs</li><li><input type="checkbox"/> chair covers</li><li><input type="checkbox"/> linens</li><li><input type="checkbox"/> tableware</li><li><input type="checkbox"/> tent (or other weather-contingency plan)</li></ul>	
ADDITIONAL INFORMATION	