

WEDDING VENUE CHECKLIST

QUESTIONS TO ASK YOURSELF

| Points to consider | Yes | No | Maybe | Comments |
|--|-----|----|-------|----------|
| Does this venue suit your theme and colours? | Yes | No | Maybe | |
| Is this venue suited to you and what you want for our wedding? | Yes | No | Maybe | |
| Will this venue allow you to incorporate the different elements you would like to include? Eg fire twirlers, departure by boat? | Yes | No | Maybe | |
| Are there plenty of areas for photos? Or will you need to go off site? | Yes | No | Maybe | |
| Will your guests have to travel far to get here? | Yes | No | Maybe | |
| Does the venue have enough space to incorporate a dance floor, band, other? | Yes | No | Maybe | |
| Will the venue look like this in the month we would like to get married? Eg if you are getting married in a vine yard will there be vines? | Yes | No | Maybe | |
| Does the venue fit within our budget? | Yes | No | Maybe | |

QUESTIONS FOR THE VENUE

| Question | Info received | Comments |
|---|---------------|----------|
| Prices: make sure to ask what is included and what additional costs might occur. Ask for a detailed contract on everything to take away with you to consider and read this carefully. Is there a minimum spend? | Yes No | |
| What food and liquor do they serve? If your venue is serving lunch or dinner take a break and taste what they have to offer this will give you an idea of what your food will be like at that venue and also the selection of beverages they have on offer. | Yes No | |
| Do they offer package upgrades and alternatively cost saving initiatives? | Yes No | |
| How much of the wedding venue is yours, is it public or private during weddings? | Yes No | |
| Is there accommodation for you or the guests if required. If not is there accommodation nearby? | Yes No | |
| What time is the venue open until? Is there overtime charges? | Yes No | |
| Do they have a wedding co-ordinator? If they do be sure to book an appointment with them – let them sell the venue to you and tell you the details of it. | Yes No | |
| Can you have the ceremony and reception here | Yes No | |
| Can you style the venue, or is the venue offered as is? | Yes No | |

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|--|-----|----|--|
| What dates do they have available for weddings around the time you are wanting to get married? | Yes | No | |
| What is the maximum number of guests the venue can hold | Yes | No | |

OUTDOOR CEREMONY CHECKLIST

QUESTIONS TO ASK YOURSELF

| Points to consider | Yes | No | Maybe | Comments |
|--|-----|----|-------|----------|
| If you are having a Beach or Garden wedding, Do I need a permit and what is the associated cost? | Yes | No | Maybe | |
| Is there enough shady areas for guests to stand if it is hot? | Yes | No | Maybe | |
| Is there suitable parking for your guests and how far will they have to walk? | Yes | No | Maybe | |
| Is there toilets close by? | Yes | No | Maybe | |
| What is plan B? | Yes | No | Maybe | |