

# Your Wedding Venue Checklist



## THINGS TO CONSIDER WHEN HUNTING FOR THAT PERFECT VENUE!

As you explore your wedding venue options, use this checklist to navigate through all the important details of your wedding day — Allowing you to book a venue that “checks all of your boxes” with confidence.



### LOCATION AND FACILITIES

- First impressions (wow!)
- Idyllic scenery
- Quiet location to hear vows
- Multiple ceremony and reception location options
- Venue capacity
- Accommodations for guests with limited mobility
- Easy access to parking and restroom facilities



### VENUE INCLUSIONS AND SERVICES

- It's your big day — Will you have the venue to yourself?
- Adequate amount of time for you and your guests at the venue
- Wedding party dressing rooms
- Tables, chairs, and linens included
- Customizable floor plan and table arrangement options
- Easy drop off and pick up of décor items
- After wedding clean up included



### CUSTOM CATERING

- On-site catering
- Multiple price points available
- Customizable menus
- Menu tastings prior to wedding date
- Wedding cake cutting and serving
- Customizable table arrangements and linens
- Full catering staff and bartender



### BAR AMENITIES

- BYOB and/or full bar options
- Glass chinaware vs plastic glasses
- Trained and certified bar staff
- Mixers and non-alcoholic beverages offered



### CONTINGENCY PLANNING

- Day-of facilitator included
- Amount of hours of planning included
- List of suggested vendors who have been on site before
- Event set up and tear down
- Indoor facilities available in case of rain
- Will rain plan options accommodate my guest list?
- Indoor photo opportunities



### FREQUENTLY HIDDEN COSTS TO CONSIDER

- Planning and day-of facilitator
- On-site catering
- Customizable menus
- Wedding cake cutting and serving
- Tables, chairs, linens
- Full staff

