

# The Ultimate Wedding Venue Checklist

## Scheduling

- Check wedding date availability
- Check other open dates if it isn't available
- Make sure my wedding will be the only event at the venue that day
- Check if the wedding rehearsal can be at the venue
- Inquire about times and scheduling of wedding rehearsals at the venue
- Ask what the venue cancellation policy is
- Ask if there is a rainy day policy

## Costs

- Ask what the rates are at the wedding venue
- Ask how many hours the price includes
- Ask if a deposit is required
- Check to see when the remaining balance is due
- Ask if a payment plan is available
- Ask the venue manager if there is a charge for incidentals or damage

## Set Up

- Check to see if set up is included in the venue fee
- Ask if the venue comes with its own wedding planner
- See if the planner is included in the cost of the venue
- Ask if the venue will charge extra for using your own wedding planner
- Make sure your fee includes tables, chairs, and linens
- If linens are provided, find out what options there are
- Ask if the rental includes any other furniture
- Check if you can bring your own furniture at no charge
- Determine if you can remove any furniture from the venue
- Ask how many rooms your fee includes
- Ask about any outdoor space that's available for use

## Music

- Ask about whether a sound system is in place
- Check if you can bring in your own DJ or if there is one that the venue prefers
- Inquire if there is a setup to play your own music
- Ask if live bands are allowed

## Parking

- Ask how many parking spaces are available
- Check to see if there is any street parking for guests
- Ask if there are restrictions on parking (time limits, etc.)

## Decor

- Check if there are any other restrictions on decorating
- Ask about what kind of lighting is available
- Check to see if you can hang any of your own lights
- Ask if you can add or remove any artwork in the venue
- Inquire if you are allowed to light candles
- Check to see if anything can hang from the ceilings
- Ask if you can decorate the outside of the venue

## Food

- Discuss what options the venue has for catering
- Ask if the venue will provide extra meals for extra guests
- Check if there will be wait staff available
- Ask how much the venue will charge for outside food
- Check to see if flatware and glasses will be available
- Ask if you need to secure any permits for serving food
- Ask how dietary requirements will be handled
- Check if there are children's meals available
- Ask if the venue makes wedding cakes in house
- Check to see if the venue has recommended vendors
- Ask if there is a fee for a cake brought in from outside
- Ask if there is a cake-cutting fee (how much per plate)

## Alcohol

- Ask if the venue allows alcohol
- Check to see if just beer or wine is allowed or if liquor can be served
- Check to see if the venue has a liquor license or if you need to provide one
- Inquire about the price of cash bar options
- Ask about the price for an open bar
- Ask about the price of a champagne toast with cake
- Inquire if there will be a bartender
- Check to see if you can bring your own alcohol
- Ask if you will need liquor liability insurance

## Miscellaneous

- Ask how late you have the venue in the evening
- Ask how early you can arrive the morning of the wedding
- Check to see if there are designated spaces for the wedding party to get ready
- Ask the staff what the best spots are for photos
- Check to see if there will be staff available to take any questions on the day of the wedding
- Ask what cleaning up after the wedding entails