



Venue Checklist

Venues are beautiful, but you have to know the full cost. As planners we hate to be the bad guy and tell you all of the additional expenses you will have to pay. Here is a checklist of questions to ask. Contact us if anything comes up.

	Venue 1	Venue 2	Venue 3
How many hours of Venue Access? <i>(You need a minimum of 10 hours)</i>			
Cost to rent Additional Hours?			
Venue Capacity with Dance Floor?			
Outdoor Ceremony Space?			
Indoor Rain Plan or is tent required?			
Qty of Tables & Chairs included?			
Who sets up the Tables & Chairs for ceremony & reception?			
Who breaks down Tables & Chairs?			
How far away are Tables & Chairs stored?			
Do you have to purchase Alcohol from Venue? What is the cost?			
Is there a Kitchen? Does it have a Fridge? Is water drinkable?			
Can vendors use Venue Dumpster?	Yes No	Yes No	Yes No
Who is responsible for Cleaning Venue & throwing out trash?			
Is Security Required? Cost?			
Is there a Bridal Suite?	Yes No	Yes No	Yes No
Is there a Groom Suite?	Yes No	Yes No	Yes No
AC/Heating Included?			
How many toilets?			
How many parking spots?			
Are you required to use specific Vendors?	Yes No	Yes No	Yes No
Venue Cost			

Notes
