

QUESTIONS FOR VENUE SELECTION

Research your venues, check out their websites and ask around about them. Call to make an appointment for a consultation and tour of the facility. Ask plenty of questions to find out exactly what they can offer you on your big day! Take notes on our app or use our worksheets.

QUESTIONS TO ASK WHEN CHOOSING A VENUE

- What is the size of the facility and how many guests can it comfortably hold?
- Can you schedule a tour?
- What is their rental fee? Are there any hidden costs or overtime charges?
- Is there a payment schedule or required deposits?
- What is the style or décor of the venue?
- Can you host your rehearsal dinner, ceremony and gift opening there as well? Where are those sites located? Do they offer a discount for this? Are there changing rooms available?
- How many events do they host at a time?
- If it's an outdoor venue, do they have a backup plan in case of rain or other bad weather? Do they have a pavilion/tent?
- Do they have a coordinator dedicated to working with you and supervising your event throughout the process? Will they be there on your wedding day to make sure your event goes as planned? Can you meet them now?
- Do you have to worry about locking or unlocking the facility or meeting up with a coordinator to get inside?
- Is the venue handicap accessible?
- What special policies or regulations do they have that you should know about?
- What is their cancellation policy?
- Do they have an in-house caterer and can you sample the food? Can you use your own caterer?
- Do they have a kitchen available for you or your caterer to use?
- Do they serve buffet or formal sit down dinners?
- Do they offer cake or can you bring in your own? Will they cut and serve your cake? Do they box up leftovers for you to take the next day?
- Do they offer wine or champagne and can you bring in your own? Will they uncork and serve your wine or champagne?
- Do they have a liquor license? Can you bring in your own alcohol? Do they have a bar? Can you have an open bar?
- Do they provide tables and chairs? How many and what kind? Do they provide linens and what colors do they have? Do they offer head tables, gift tables, food and beverage tables? Will they set out place cards?
- Do they clean for you, or is this your responsibility? When does this have to be completed? Are there additional fees?
- Do they offer decorations or can you bring your own? Any special rules regarding decorations such as burning candles or sending off sky lanterns? When can you begin to decorate?
- Is there a dance floor or space for a DJ or band? How is their sound system? Are there any restrictions?
- Do they have a coat check or similar area for guests to use?
- Do they have adequate bathroom facilities?
- Where do they recommend taking photos?
- Does the facility have air conditioning or heat? Is there inside or outside space available for guests to use?
- Where can guests park? Are there additional fees for this or do they offer Valet?
- Will they notify you of any forgotten items from your guests?
- Do they have any renovation plans scheduled close to your wedding date?
- Do they have pictures of previous weddings they have hosted? References?