



Thank you for downloading the WWW venue checklist. I have constructed the list to help and guide you in planning your big day. Not everything on the list is an essential. I have one small checklist repeated several times for your initial venue search and a far more comprehensive one for your venue visit. Reprint as many times as you need or print out individual pages. Feel free to amend the list as you need. I have also left space at the bottom for any additions you may have. I hope you find this helpful. More planning tools are available now. Check out WWW for some fab suppliers too. Congratulations and have fun!! xo Lou

Wedding Venue Checklist

Initial Venue Search

Venue Name

Location

Available Dates

Civil Ceremony

Max Guests

Price

Venue Name

Location

Available Dates

Civil Ceremony

Max Guests

Price

Venue Name

Location

Available Dates

Civil Ceremony

Max Guests

Price

Venue Name
Location
Available Dates
Civil Ceremony
Max Guests
Price

Venue Name
Location
Available Dates
Civil Ceremony
Max Guests
Price

Venue Name
Location
Available Dates
Civil Ceremony
Max Guests
Price

Venue Name
Location
Available Dates
Civil Ceremony
Max Guests
Price

Wedding Venue Visit Checklist & Questions

Venue Name

Does the Venue please you visually?

.....

Can it cater for the number of guests you have?

.....

Do they have a wedding coordinator?

.....

Exclusive Use?.....

.....

Will it be necessary to hire any additional items?

.....

Is there in house catering? If not do they have any recommendations or requirements?

.....

Is there a minimum spend on food in the day or evening?.....

.....

Is there any flexibility on the menu and are special dietary needs met?.....

.....

Can you supply your own alcohol, if so is there a corkage fee?.....

.....

When does the bar close?.....

.....

How many staff will be involved? Is there a uniform?.....

.....

Will there be any meetings prior to the wedding?.....

.....

Is entertainment allowed, are there correct facilities to enable this?.....

.....

Is there a music player/microphone speaker system?.....

.....

Which table and chairs will you be having?.....

.....

Where will wedding gifts be stored?.....

.....

When is the earliest you can decorate the venue?.....

.....

Is there disabled access?.....

.....

Are there parking facilities?.....

.....

Is there accommodation for guests?.....

.....

Is the venue insured?.....

.....

When is it advisable to book?.....

.....

Is a deposit needed and is there a cancellation policy?.....

.....

When will the final balance be due and is VAT included?.....

.....

Contact Details & Available dates.....

.....

Venue Costing

Ceremony Room Hire

Reception Room Hire

Wedding Breakfast

Drinks

Equipment Hire

Evening Food

Accommodation

Added Extras

VAT

Additional Notes