

Wedding Venue Check List

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THE QUINTESSENTIAL FOR YOUR WEDDING VENUE!

Choosing the ideal venue is the most important decision you'd be making for hosting your wedding ceremony and reception. Here is a checklist to get you started with picking your wedding venue and dealing with it leading up to the big day.

INITIAL WEDDING PLAN

- FIGURE OUT THE NUMBER OF GUESTS
- DECIDE PREFERRED DATE/MONTH
- PICK A THEME EG: RUSTIC, BEACH OR WATERFRONT
- SELECT LOCATION PREFERENCE – CITY OR DESTINATION
- DECIDE ON WHETHER YOU WILL HAVE AN OUTDOOR OR INDOOR CEREMONY
- DECIDE ON ROUGH BUDGET
- PICK WHETHER BUFFET OR SIT DOWN

PRIOR TO FINALIZING THE VENUE

- VISIT VENUES AND SHORTLIST THEM
- CHECK VENUE AVAILABILITY ON PREFERRED DATES
- DIFFERENT VENUE OPTIONS EG: WATERFRONT, BANQUET HALL
- MINIMUM AND MAXIMUM NUMBER OF GUESTS
- PACKAGE OPTIONS AND INCLUSIONS
- CHECK PAYMENT TERMS AND OPTIONS
- CHECK THEIR CANCELLATION POLICY WHETHER THE DEPOSITS ARE REFUNDABLE OR NOT
- CHECK WHETHER RATES INCLUDE TAX AND SERVICE CHARGES
- VENUE HIRE TIMES AND CHARGES FOR EXTRA HOURS
- OTHER FOOD AND BEVERAGE OPTIONS EG: ACTION STATIONS, CHOCOLATE

- FOUNTAINCHECK MENU OPTIONS
- WHETHER A CORKAGE FEE IS APPLICABLE
- CHECK DÉCOR RULES AND RESTRICTIONS
- WHETHER COMPLIMENTARY CHANGING ROOMS ARE PROVIDED
- DISCOUNT ON ADDITIONAL ROOMS
- AVAILABILITY OF PARKING SPACES
- CHECK WHETHER SET UP TIME IS ALLOWED
- CHECK THE PACKAGE INCLUSIONS VS ADD ONS
 - BAND STAGE AND DANCE FLOOR
 - FURNITURE
 - TABLE CENTERPIECES
 - TABLE FOR CAKE
 - TABLE LINEN AND SEAT COVERS
- CHECK RENTAL CONTRACT CAREFULLY AND HAVE EVERYTHING ELSE IN WRITING
- COVID PROTOCOLS AND CANCELLATION POLICIES

AFTER FINALIZING THE VENUE

- GET AN ASSIGNED COORDINATOR
- MAKE TENTATIVE BOOKING
- MAKE ADVANCE PAYMENT AS PER VENUE POLICY
- ANY VENDOR SUGGESTIONS/PREFERENCES
- FINALIZE MENUS IF IT'S CATERED IN HOUSE
- REQUEST FOR MENU TASTING
- FIGURE OUT PHOTO LOCATIONS AT THE VENUE
- GET WRITTEN APPROVAL FOR PHOTO LOCATIONS
- DECIDE ON OPTIMUM LAYOUT OF TABLES
- DECIDE ON TYPE AND SHAPE OF TABLES AND CHAIRS. EG: ROUND, OVAL, TIFFANY
- LIGHTING OPTIONS, IF APPLICABLE