WEDDING VENUE TOUR CHECKLIST

OVERVIEW

Venue:_____

Location: _____

My Guest Count:_____

Venue Min/Max Guest Count:_____

Dates Available:_____

_____

Estimated Price Per Person: $_____

Total All-In Cost:_____

Contact: _____

Basics + Availability

□ Venue style_____

□ Is our wedding date available?_____

□ If not, what dates are available? _____

_____

□ Price per person: $_____

□ Off-season or weekday rates that may interest us? □ Yes □ No $_____

□ How many events per day/at a time?_____

□ Event times: _____

Facilities/Guest Experience

□ Venue accessible? □ Yes □ No

□ Tour restrooms. Accessible? □ Yes □ No

□ Air-conditioned? □ Yes □ No

□ Covered walkways? □ Yes □ No

□ Parking? □ Complimentary □ Paid

□ Valet? □ Yes □ No Cost_____

□ Onsite shuttles/golf carts ? □ Yes □ No

□ Coat check? □ Staffed □ Self-serve □ None

□ Onsite accommodations? □ Yes □ No

Number of rooms_____

□ Partner with nearby hotel? □ Yes □ No

Shuttle available? □ Yes □ No Cost_____

□ Onsite generator? How handle bad weather?

□ Sound restrictions? □ Yes □ No

Getting Ready

□ Bridal suite? □ Yes □ No

□ Groom's suite? □ Yes □ No

□ Fee to use suites? $_____

□ Access time on wedding day: _____

□ Enough outlets: □ Yes □ No

□ Natural light? □ Yes □ No

□ Food + drinks provided? □ Yes □ No

□ Outside food/alcohol allowed? □ Yes □ No

□ Getting-ready space guaranteed?

□ Yes □ First-come, first-served

Ceremony

□ Onsite ceremony available? □ Yes □ No

□ Indoor □ Outdoor □ Both

□ Dedicated ceremony space? □ Yes □ No

□ Ceremony fee? $_____

□ Guest capacity for ceremony:_____

□ Climate-controlled? □ Yes □ No

□ Chairs included? □ Yes □ No

□ Beverages included? □ Yes □ No

□ Rehearsal included? □ Yes □ No

□ Outdoor decision deadline:_____

What's Included/Décor

□ Onsite coordinator? □ Yes □ No

□ Need to hire day-of coordinator? □ Yes □ No

□ Tables & chairs included? □ Yes □ No

□ Linens included? □ Yes □ No

□ Upgrades available? □ Yes □ No

□ Dance floor/stage included? □ Yes □ No

□ In-house AV/lighting? □ Yes □ No Cost____

□ Décor included:_____

□ Candles permitted? □ Yes □ No

□ Décor restrictions?_____

□ Sparklers/fireworks allowed? □ Yes □ No

□ Pets allowed? □ Yes □ No

WEDDING **FILE**
The best of NJ, NY & PA

WEDDING VENUE TOUR...

Food + Beverage

□ In-house catering? □ Yes □ No
□ Outside caterers allowed? □ Yes □ No
□ Catering minimum? $_____
□ Buffet □ Plated □ Cocktail-style
□ Number of courses : _____
□ Hors d'oeuvres count: _____
□ Special stations?: _____
□ Orders taken tableside? □ Yes □ No
□ Menu customization? □ Yes □ No
□ Wedding cake included? □ Yes □ No
□ Discounted kid meals? $_____ per plate
□ Cultural/Kosher catering allowed? □ Yes □ No
□ Dietary accommodations? □ Yes □ No
□ Access to chef pre-wedding? □ Yes □ No
□ Maître d'? Meet beforehand? □ Yes □ No
□ Servers per table: _____
□ White-glove service? □ Yes □ No
□ Tastings included? □ Yes □ No
□ Private □ Group Fee? $_____
□ Bar package included? □ Yes □ No
Additional cost? $_____
□ Specialty cocktails included? □ Yes □ No
□ Champagne toast included? □ Yes □ No
□ Shots permitted? □ Yes □ No
□ Outside alcohol allowed? □ Yes □ No
Corkage fee?: $_____
□ Food favor to-go stations? □ Yes □ No
□ Food trucks allowed? □ Yes □ No
□ Afterparty space/menu? □ Yes □ No

Vendors

□ Preferred vendor list? □ Yes □ Required
□ Outside vendors allowed? □ Yes □ No
□ Insurance required? □ Yes □ No
□ Vendor meal cost: $_____

Payments + Contract

□ Estimated all-in cost: $_____
□ Taxes/fees/gratuity included? □ Yes □ No
□ If not, additional cost: $_____
□ Deposit amount: $_____
□ Deposit due: _____
□ Deposit refundable? □ Yes □ No
□ Payment schedule: _____
□ Final payment due: _____
□ Price increases possible? □ Yes □ No
□ Cancellation policy reviewed? □ Yes □ No
□ Sample contract reviewed? □ Yes □ No

Tour Notes + First Impressions

First impressions:

Pros:

Cons:

Remaining questions to ask:

Should we book a second visit?
□ Yes □ Maybe □ No'

Rating:

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