

WEDDING VENUE CHECKLIST

Everything You Need to Ask Before Booking | Well Chosen Weddings

BASIC INFORMATION

VENUE NAME

Enter venue name...

CONTACT PERSON

Enter contact name...

PHONE / EMAIL

Enter phone or email...

TOUR DATE

mm/dd/yyyy



A Note From Chris

Finding the right venue isn't just about matching an aesthetic—it's about understanding how your day will functionally flow through the space. Before falling in love with a layout, make sure to ask the granular questions about vendor rules, timing logistics, and hidden fees. Getting clarity now guarantees no surprises later.

Wishing you a stress-free planning journey,

Chris Ramsay

Founder, Well Chosen Weddings

wellchosenweddings.com

AVAILABILITY

Is my preferred date available?

Availability status...

Is there a backup option for outdoor spaces?

Rain backup plan...

How many events do you host per day?

Events per day...

COST & PAYMENTS

What is the rental fee?

Fee structure...

Is pricing per guest or a flat fee?

Pricing type...

What is the deposit required?

Deposit amount...

When are payments due?

Payment schedule...

What is the cancellation/refund policy?

Policy details...

CAPACITY & LAYOUT

VENDOR POLICIES

Can we bring in our own caterer?

Catering rules...

Are we required to use preferred vendors?

Vendor restrictions...

Can we bring our own alcohol?

Bar policies...

Are there restrictions on décor (candles, confetti, hanging items)?

Decor rules...

FOOD & BEVERAGE

Do you offer in-house catering?

In-house options...

Can we schedule a tasting?

Tasting details...

Are dietary restrictions accommodated?

Dietary adjustments...

Do you have a liquor license?

Licensing status...

Is bar service included or separate?

What is the maximum guest capacity?

Max guest count...

Is there space for both ceremony and reception?

Room/space usage...

Is there a dance floor area?

Dance floor notes...

Is there a bridal suite/groom's room?

Getting ready areas...

Are there indoor/outdoor options?

Available spaces...

WHAT'S INCLUDED

Tables and chairs

Details/quantities...

Linens, dishware, glassware

Included items...

Lighting and sound system

AV inclusions...

On-site coordinator or manager

Staff assignment...

Setup and cleanup staff

Labor inclusions...

Bar package structure...

LOGISTICS

When can setup begin on the wedding day?

Setup access time...

How late can the event go?

End time...

Is there a noise curfew?

Sound restrictions...

Is security required or provided?

Security arrangements...

How many restrooms are available?

Restroom count...

Is the venue ADA accessible?

Accessibility details...

EXTRA FEES & FINE PRINT

Service charges, gratuities, and taxes

Tax/tip break down...

Overtime fees for running late

Hourly overtime rates...

Cleaning fees

Post-event cleaning fees...

Guest parking details...

Insurance requirements

Liability requirements...

FINAL NOTES

Space for jotting down impressions, red flags, or personal thoughts:

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