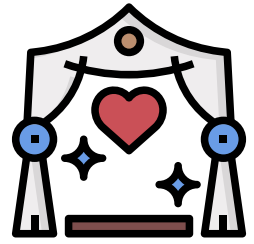


YOUR VENUE VIEWINGS CHECKLIST

Engaged? Exciting!

Choosing your wedding venue is a big step in this process! This printable checklist will guide you in your venue hunting process - use this list to confirm that your venue accommodates your key needs and jot any key points in the notes section at the back.



VENUE NAME: _____

SECURING THE VENUE

- Confirm venue availability for your wedding date
- Confirm the standard leasing timeframe and charges for additional hours
- Confirm the number of events allowed in a day

INSIDE THE VENUE

- Does the venue capacity work for my guest numbers? (top tip: double check with decorator/ event planner)
- Does the venue have proper air conditioning?
- Does the venue have a stage?
- If relevant, confirm provisions for disability access?

OUTSIDE THE VENUE

- Is there a changing room/ space?
- Is there ample parking?
- Are there any enough toilets?
- Is there storage for guest souvenirs/ extras?
- Is there a cooking area for meals that have to be cooked on site?

FINANCES

- What deposit is required and by what date?
- Confirm the payment structure and refund/ exchange policy
- Do refundable deposits apply to you and your vendors? What type of damages would affect this deposit?
- Are tables and/ or chairs inclusive of standard charges?

AMBIENCE, PHOTOGRPAHY

- Are there any decor restrictions eg fireworks, open flame?
- Does the venue have appropriate lighting ?

FOOD & DRINKS

- Confirm the food and drink restrictions (ie using external caterers and related charges)
- Confirm provisions for cooling your drinks

SERVICE

- Confirm complimentary services with the venue
- Will a venue representative be available on the wedding day to deal with issues?
- Will the toilets be attended to/ cleaned up during the day?
- Confirm security arrangements (top tip: consider hiring a security agency for extra protection for your guests)

