

QUESTIONS TO ASK

Wedding VENUE

AVAILABILITY AND SITE VISIT

- WHAT'S THE VENUE'S AVAILABILITY FOR OUR DESIRED WEDDING DATE? CAN WE SCHEDULE A SITE VISIT TO
- TOUR THE VENUE? IS THE VENUE AVAILABLE FOR A REHEARSAL OR REHEARSAL DINNER? GETTING A FEEL
- FOR THE SPACE - CAN WE TAKE PHOTOS/VIDEOS DURING OUR VISIT? IS THERE A BACKUP DATE OPTION IN
- CASE OUR FIRST CHOICE IS UNAVAILABLE?

COSTS AND FEES

- WHAT'S INCLUDED IN THE VENUE RENTAL FEE? BREAKING DOWN THE DETAILS - ARE TABLES, CHAIRS, LINENS,
- ETC. INCLUDED? ARE THERE ANY ADDITIONAL FEES FOR SETUP, CLEANUP, OR OVERTIME? AVOIDING SURPRISES
- DOWN THE LINE - ARE THERE ANY SERVICE CHARGES OR GRATUITIES? IS THERE A DISCOUNT FOR BOOKING ON A
- FRIDAY OR SUNDAY INSTEAD OF A SATURDAY?

CAPACITY AND ACCESSIBILITY

- WHAT'S THE MAXIMUM GUEST CAPACITY FOR THE CEREMONY AND RECEPTION SPACES? FINDING THE PERFECT FIT -
- IS THERE A MINIMUM GUEST COUNT REQUIREMENT? IS THE VENUE ACCESSIBLE FOR GUESTS WITH DISABILITIES OR
- MOBILITY ISSUES? ENSURING A WELCOMING ENVIRONMENT - ARE THERE WHEELCHAIR-ACCESSIBLE RESTROOMS?
- WHAT'S THE PARKING SITUATION FOR GUESTS? KEEPING GUESTS COMFORTABLE - IS THERE VALET PARKING OR
- SHUTTLE SERVICE? ARE THERE ENOUGH RESTROOMS TO ACCOMMODATE OUR GUEST COUNT COMFORTABLY?

INDOOR VS. OUTDOOR

- IS THE CEREMONY AND/OR RECEPTION SPACE INDOOR OR OUTDOOR?
- PREPARING FOR ANY WEATHER - IS THERE A BACKUP PLAN FOR INCLEMENT WEATHER?
- IF IT'S AN OUTDOOR VENUE, IS THERE SHADE OR COVER FROM THE SUN?

WEATHER CONTINGENCY

- IS THERE A BACKUP INDOOR SPACE IN CASE OF RAIN OR EXTREME WEATHER?
- STAYING FLEXIBLE - WHAT'S THE VENUE'S POLICY FOR WEATHER-RELATED CHANGES?
- DOES THE VENUE PROVIDE ANY TENTING OR COVERING FOR OUTDOOR SPACES?

VENDORS AND RULES

- ARE WE REQUIRED TO USE THE VENUE'S PREFERRED VENDORS OR CAN WE BRING OUR OWN?
- EXPLORING YOUR OPTIONS - IS THERE A LIST OF APPROVED VENDORS?
- WHAT ARE THE VENUE'S RULES AND RESTRICTIONS REGARDING DECORATIONS, CANDLES, ETC.?
- PLANNING WITHIN THE GUIDELINES - ARE THERE ANY NOISE RESTRICTIONS OR CURFEWS?
- IS THERE A SPECIFIC TIME WE NEED TO END THE RECEPTION BY?

DECOR AND PERSONALIZATION

- CAN WE DECORATE THE CEREMONY AND RECEPTION SPACES OURSELVES?
- PUTTING YOUR PERSONAL TOUCH - ARE THERE ANY RESTRICTIONS ON DECORATIONS?
- DOES THE VENUE PROVIDE ANY DECOR ITEMS LIKE ARCHES, BACKDROPS, OR CENTERPIECES?
- ARE WE ALLOWED TO USE CONFETTI, RICE, OR OTHER DECORATIVE ITEMS OUTDOORS?

BRIDAL AND GROOM PREPARATIONS

- IS THERE A BRIDAL SUITE OR GROOM'S ROOM FOR GETTING READY?
- MAKING PREPARATIONS EASIER - ARE THERE SEPARATE RESTROOMS FOR THE WEDDING PARTY?
- CAN THE BRIDAL PARTY GET READY ON-SITE BEFORE THE CEREMONY?

TIMELINE AND ACCESS

- WHAT TIME CAN WE ACCESS THE VENUE FOR SETUP AND DECORATING?
- COORDINATING THE TIMELINE - HOW LATE CAN THE EVENT RUN UNTIL?
- HOW MUCH TIME IS ALLOTTED FOR CLEANUP AND BREAKDOWN AFTER THE EVENT?

RENTALS AND SERVICES

- DO THEY PROVIDE ANY RENTALS LIKE TABLES, CHAIRS, LINENS, ETC.?
- CONVENIENT ADD-ONS TO CONSIDER - IS THERE AN ON-SITE COORDINATOR OR DAY-OF STAFF?
- DOES THE VENUE OFFER ANY AUDIO/VISUAL EQUIPMENT OR LIGHTING PACKAGES?

CATERING AND ALCOHOL

- DO WE NEED TO USE THE VENUE'S IN-HOUSE CATERING OR CAN WE BRING OUR OWN?
- ARE THERE ANY RESTRICTIONS ON OUTSIDE CATERING OR ALCOHOL POLICIES?
- IS THERE A KITCHEN OR PREP AREA FOR CATERERS TO USE?
- IS THERE A CAKE-CUTTING FEE IF WE BRING IN AN OUTSIDE DESSERT?

AUDIO/VISUAL AND LIGHTING

- DOES THE VENUE PROVIDE ANY AUDIO/VISUAL EQUIPMENT LIKE MICROPHONES, SPEAKERS, ETC.?
- ARE THERE ANY RESTRICTIONS ON BRINGING IN OUTSIDE AUDIO/VISUAL VENDORS?
- IS THERE ADEQUATE LIGHTING AND ELECTRICAL OUTLETS FOR OUR NEEDS?
- IS THERE A BUILT-IN SOUND SYSTEM OR DO WE NEED TO RENT ONE?

OVERNIGHT ACCOMMODATIONS

- ARE THERE ANY ON-SITE OR NEARBY ACCOMMODATIONS FOR OUT-OF-TOWN GUESTS?
- ARE THERE ANY DISCOUNTED ROOM RATES OR ROOM BLOCKS AVAILABLE?
- DOES THE VENUE OFFER A COMPLIMENTARY BRIDAL SUITE FOR THE COUPLE?

PHOTOGRAPHY LOCATIONS

- ARE THERE ANY PICTURESQUE OUTDOOR LOCATIONS ON-SITE FOR PHOTOS?
- ARE THERE ANY INDOOR PHOTO LOCATIONS LIKE STAIRCASES OR UNIQUE BACKDROPS?
- IS THERE A SPECIFIC AREA DESIGNATED FOR COUPLE OR FAMILY PORTRAITS?

CLEANUP AND BREAKDOWN

- DOES THE VENUE PROVIDE ANY CLEANUP SERVICES AFTER THE EVENT?
- WHAT TIME DO WE NEED TO HAVE EVERYTHING CLEARED OUT BY?
- ARE THERE ANY ADDITIONAL FEES FOR EXCESSIVE CLEANUP OR DAMAGES?

CONTRACT AND DEPOSITS

- WHAT ARE THE PAYMENT SCHEDULES AND DEPOSIT REQUIREMENTS?
- HOW FAR IN ADVANCE DO WE NEED TO BOOK AND SIGN THE CONTRACT?
- IS THERE A CANCELLATION POLICY OR FEES FOR RESCHEDULING?