



'I DO'  
TO DO'S

# The Venue



12-18  
Months

- Decide what time of year and where you want to get married
- Create a preliminary guest list to determine venue size
- Decide on the style of wedding and venue type
  - **Country Club, Ballroom, Barn, Church, Hotel, Winery, Industrial, Historic, Modern, Indoor/Outdoor**
- Research venues
- Book tours at venues within your price range and guest count size

12  
Months

- Book your venue

6  
Months

- Reserve venues for welcome party, rehearsal dinner, after party, and next-day brunch
- Share vendor info with the on-site coordinator if they provide one
- Reserve rental and decor items for the venue
- Meet with on-site caterer and bar service to discuss menus and timelines.
  - *See Catering and Bar Services questions and checklist*

1  
Month

- Confirm arrival time with venue
- Send venue a day-of schedule and floor plan layout

Week  
Of

- Have your planner/coordinator (or assign someone) be on-hand to meet with vendors as they arrive
- Final guest count to caterer, bar service, and venue
- Rehearse ceremony with the entire wedding party and hold rehearsal dinner

Day  
Of

- Bring all ceremony and reception accessories to the venue
  - **Decor, signage, guest book, cake server, favors, amenity baskets**
    - *TIP: Ask if there is an event the night before and if you could drop things off at your rehearsal*
- Make sure you have everything out of the space by the time specified by the venue. You don't want to get charged for overtime!





GET TO  
KNOW

# The Venue



VENUE NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CAPACITY: \_\_\_\_\_

PRICE: \_\_\_\_\_

DEPOSIT: \_\_\_\_\_

- What dates do you have available?  
\_\_\_\_\_
- When is the full payment due?  
\_\_\_\_\_
- What is your cancellation policy?  
\_\_\_\_\_
- Can I have my ceremony and reception on-site?  
\_\_\_\_\_
- Is there a room flip cost?  
\_\_\_\_\_
- Do you have rehearsal & rehearsal dinner accommodations?  
\_\_\_\_\_
- Do you have outdoor space available?  
\_\_\_\_\_
- Do you have a list of packages?  
\_\_\_\_\_
- Can we add additional time to our rental? What is the fee?  
\_\_\_\_\_
- What items & equipment are complementary? What do I need to rent?  
\_\_\_\_\_
- Do you have liability insurance?  
\_\_\_\_\_
- Do you have a preferred vendor list?  
\_\_\_\_\_
- Can I bring in outside vendors?  
\_\_\_\_\_
- Are there surcharges for non-preferred vendors?  
\_\_\_\_\_
- What are your food and beverage policies?  
\_\_\_\_\_
- What is your food and beverage minimum?  
\_\_\_\_\_
- Can I choose my own catering company?  
\_\_\_\_\_
- Can I bring in my own bar service?  
\_\_\_\_\_
- When is last call for the bar?  
\_\_\_\_\_
- Can we customize the food menu?  
\_\_\_\_\_
- Do you have a cake-cutting fee?  
\_\_\_\_\_
- Can I bring in my own rental company?  
\_\_\_\_\_
- Does your space have restrictions on floral or decor?  
\_\_\_\_\_
- How many restrooms are on-site?  
\_\_\_\_\_
- How early can we access the spaces?  
\_\_\_\_\_
- Where can we load in and out?  
\_\_\_\_\_
- When does the room need to be clear?  
\_\_\_\_\_
- Is there a fee if the reception runs long?  
\_\_\_\_\_
- What extra venue-related or labor costs are there?  
\_\_\_\_\_
- Will there be staff on-site for the entire day?  
\_\_\_\_\_
- Do you provide security?  
\_\_\_\_\_
- Is there a dance floor and AV equipment?  
\_\_\_\_\_
- Are there sound restrictions?  
\_\_\_\_\_
- What parking do you provide? Valet costs?  
\_\_\_\_\_
- Do you offer a coat check?  
\_\_\_\_\_
- Are there spaces for both parties to get ready?  
\_\_\_\_\_
- Will there be any other events on my wedding day?  
\_\_\_\_\_
- Do you have a day-of coordinator and/or require one?  
\_\_\_\_\_