

WEDDING VENUE QUESTIONS CHECKLIST

WHAT EVERY COUPLE SHOULD ASK BEFORE BOOKING

The right venue sets the stage for your unforgettable wedding.
Ask smart. Plan with confidence.

1



AVAILABILITY & CAPACITY

- ☐ Is our preferred wedding date available?
- ☐ What is the venue's maximum capacity?
- ☐ What is the ideal guest count for comfort?
- ☐ Are ceremony and reception spaces available?
- ☐ How many events do you host per day?

DATE OPTIONS: _____

MAX CAPACITY: _____

IDEAL GUEST COUNT: _____

SPACES AVAILABLE: _____

EVENTS PER DAY: _____

2



RATES & INCLUSIONS

- ☐ What is included in the package?
- ☐ Are tables and chairs included?
- ☐ Are lights, sounds, or basic styling included?
- ☐ Is there a bridal suite or holding room?
- ☐ Are there additional charges we should know about?

INCLUSIONS: _____

DETAILS / OTHER CHARGES: _____

3



PAYMENT TERMS

- ☐ How much is the reservation fee / down payment?
- ☐ Is the payment refundable or transferable?
- ☐ What are the payment deadlines?
- ☐ What happens if we need to reschedule?

RESERVATION FEE / DOWN PAYMENT: _____

REFUNDABLE OR TRANSFERABLE: _____

PAYMENT DEADLINES: _____

RESCHEDULING POLICY: _____

4



SUPPLIER POLICIES

- ☐ Can we bring our own suppliers?
- ☐ Do you have accredited or required suppliers?
- ☐ Are there corkage fees for catering, styling, or sounds?
- ☐ Are there restrictions on setup or décor?

BRING OUR OWN SUPPLIERS: _____

ACCREDITED / REQUIRED SUPPLIERS: _____

CORKAGE FEES: _____

SETUP / DÉCOR RESTRICTIONS: _____

5



LOGISTICS & GUEST EXPERIENCE

- ☐ Is parking available for guests?
- ☐ Are restrooms accessible and well-maintained?
- ☐ Is the venue senior-friendly?
- ☐ Is the location easy to find?
- ☐ Is there enough space for supplier setup?

PARKING DETAILS: _____

RESTROOM DETAILS: _____

SENIOR-FRIENDLY FEATURES: _____

LOCATION / ACCESSIBILITY: _____

SUPPLIER SETUP SPACE: _____



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WEATHER & BACKUP PLANS

- ☐ Is there an indoor backup option for outdoor weddings?
- ☐ Who handles the weather contingency setup?
- ☐ Are tents or backup equipment available?
- ☐ Are there additional fees for backup plans?

INDOOR BACKUP OPTION: _____

WEATHER CONTINGENCY PLAN: _____

AVAILABLE EQUIPMENT: _____

ADDITIONAL FEES: _____

7



RULES & RESTRICTIONS

- ☐ What time is the venue curfew?
- ☐ Are candles, fireworks, or confetti allowed?
- ☐ Are there sound limitations or restrictions?
- ☐ What are the ingress and egress schedules?

CURFEW TIME: _____

ALLOWED: _____

SOUND LIMITATIONS: _____

INGRESS TIME: _____

EGRESS TIME: _____

8



COORDINATION & SUPPORT

- ☐ Will there be an assigned venue coordinator?
- ☐ Who will assist suppliers during setup?
- ☐ Can we conduct an ocular or food tasting beforehand?
- ☐ Can we see photos of actual weddings held here?

VENUE COORDINATOR: _____

CONTACT DETAILS: _____

SUPPLIER ASSISTANCE: _____

OCULAR / TASTING AVAILABLE: _____

PHOTOS / PORTFOLIO AVAILABLE: _____

NOTES

OUR TOP VENUE CONTENDERS

1. _____
2. _____
3. _____



FINAL REMINDERS

- ☐ Compare at least 2–3 venues.
- ☐ Read the contract carefully.
- ☐ Don't rush because of pressure or "limited slots".
- ☐ Choose a venue that fits your priorities—not just the photos.

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BRIDAL FAIR



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