



# WEDDING VENUE BOOKING CHECKLIST

## Step #1

### Request a wedding package from a few potential venues

You will need to provide them information about:

- a) Your preferred month/s and year, or the specific date, if your heart is already set,
- b) If you would like a seated or cocktail reception format, and
- c) Your estimated number of guests (even a rough estimate, if that's all you have).

## Step #2

### Make a shortlist

- Can the venue host both your ceremony and reception onsite (if desired)?  
Answer: \_\_\_\_\_
- Can they accommodate your estimated guest range and budget, with room to move?  
Answer: \_\_\_\_\_
- Does the venue provide everything you need from a functional perspective (i.e. ceremony chairs, wait staff, linen, cutlery, crockery)?  
Answer: \_\_\_\_\_
- Is an event coordinator provided on the day of your wedding?  
Answer: \_\_\_\_\_
- Is onsite accommodation available (if required) for you and your guests?  
Answer: \_\_\_\_\_
- Are you comfortable with the payment plan and T&Cs, including any potential price increases?  
Answer: \_\_\_\_\_

## Step #3

### Additional questions to ask your shortlisted venues

- How much support will we receive in planning our wedding day?  
Answer: \_\_\_\_\_
- Do you have an inclement weather alternative for any outdoor spaces?  
Answer: \_\_\_\_\_
- When will we/ our suppliers have access to the venue to set up, and are there any restrictions in what we do or who we hire?  
Answer: \_\_\_\_\_
- Do you cater for alternate dietary requirements (vegetarian/ gluten-free)?  
Answer: \_\_\_\_\_
- Is a wine and/or menu tasting available and if so, do you charge for it?  
Answer: \_\_\_\_\_
- Do you allow spirits and/ or BYO alcohol and if so, what are the costs involved?  
Answer: \_\_\_\_\_
- Can you provide a cost estimate for my wedding day based on my current requirements?  
Answer: \_\_\_\_\_