

[free checklist]

The Complete Guide to Choosing a Wedding Venue

that will rock your day!

As You Wish Weddings + Events



Welcome!

I am a lover of all celebrations and am glad to share this free venue checklist guide with you. If you want help with choosing the right wedding venue and don't know where to start, then this checklist is for you!



About me

As You Wish Weddings + Events is here to break the mold and help couples push the boundaries of conventional weddings. I value innovation, authenticity, and collaborations that result in achieving awesome visions. I live for the fresh, the fun and the never been done.

I just want to help couples navigate the awesome journey that is wedding planning!

I created this checklist to help couples consider some of the overlooked factors relating to venue selection. Too often I speak to couples who have committed to a venue and then discovered a range of pitfalls leading up to their wedding day. Generally resulting in more money needing to be spent and more sleepless nights!

This checklist will help you fill in the gaps and have a clearer understanding of just what your venue can offer you.

Kirsty

Essential Questions

Start here.

Use your time wisely and ask these questions via email or over the phone. This first part of the checklist will help you eliminate some choices early on in your search.

- What packages are available?
- Is our preferred date available? If not, what dates are available?
- What are the pricing options for high season, off-season, and mid-week?
- Are there pricing options relative to guest numbers?
- How long will they "hold" our date while we are researching other venues?
- What deposit is required to confirm a booking?
- What is the cancellation policy?
- What is the payment schedule for the booking? Is there any flexibility? Are there any late fees?
- If we pay the total amount up-front, what is the cancellation policy?
- Does the final payment cover all costs or do we need to account for clean-up fees, additional service charges, etc?
- What is the guest capacity at the venue?
- Is the hire for 1-day, 2-day, or 3-day?

Amenities + Accessibility

This section will help you better understand planning considerations for the venue.

- What rooms or spaces come with the booking? Are there any getting-ready rooms or accommodations included in the package?
- What power and water are available at the site/venue? Will vendors have easy and full access to those?
- What restroom facilities are available? Is there a special restroom or powder room for the bridal party?
- What furniture, lighting, sound, and decor are included in the package? Is set-up also included in the package? Can we choose to swap anything in or out if we want to? Will there be a cost to doing that?
- Is the venue/site accessible to all types of vehicles (ie, buses, 2-wheel drive cars, etc)? Can taxis access the venue?
- Does inclement weather change access to the venue (ie, road slips, high rivers)?
- For mobility and accessibility purposes, how close can guests get to the ceremony and reception site in a vehicle? (consideration for strollers, wheelchairs, or the elderly)
- Are there baby-changing/breastfeeding rooms available?
- Is there free car parking onsite?
- Is there accommodation close by? Do they provide discounts for block bookings in association with the venue?
- Is there a venue layout provided for clients to use for planning purposes?

Collaborate. Innovate. Celebrate.

Food + Beverage

This can be another huge chunk of your wedding budget so make sure you get all the deets from your venue about how you can navigate f + b.

- Do they offer in-house catering? Is it included in the package price? Is there a free tasting? Is there flexibility with it? What style of catering do they provide?
- Is there a food and beverage minimum?
- Do they have a list of preferred caterers?
- Does the venue provide catering equipment such as plates, cutlery, serving dishes, linen, etc? Is that included in the cost?
- Does the venue have a commercial kitchen or does a caterer need to bring a mobile kitchen?
- Does the venue have an alcohol license? Are there any restrictions or special considerations on that license?
- What time does the service/supply of alcohol need to stop?
- If the venue does not have an alcohol license, what requirements does it have for the supply/service of alcohol?
- If the venue requires you to purchase and supply their alcohol, what are the packages available? Is there any flexibility?
- Does the venue charge corkage at all?
- Does the venue provide service staff for food and beverages?
- What are the costs associated with service staff?
- Does the venue have a physical bar and equipment?

Vendors

Getting the right vendors can make or break your wedding planning journey. Check out how your venue works with other vendors and what sort of things you will need to consider when contracting vendors.

- Who will be the point of contact for the booking? Will they be there on the day of the wedding?
- Does the venue provide an on-the-day coordinator or wedding planner as part of the package? What are the details of that service?
- Do they have a list of preferred vendors? Can we choose our own vendors?
- Are there any in-house vendors? Is that included in the price of the package?
- When are vendors allowed access to the venue for pack-in and set-up?
- When do vendors need to be packed out?



Special Considerations

Here are a few extra nuggets of wisdom for you to ask about.

- If the wedding is planned for an outdoor location, is there a plan in case of inclement weather such as rain or high winds? Is there an added cost if we have to go with Plan B?
- Are there noise restrictions or cut-off times to consider?
- Is confetti/fireworks/open-flame candles/sparklers/firepits/rose petals/rice allowed?
- Is there a dance floor provided?
- What are the options for heating and/or air conditioning?
- Does the hire come with any decor included? Are there any restrictions on decor and styling?
- Are there any permits or permissions needed at this venue?
- Is there an onsite PA system that could be used for the ceremony and/or speeches?
- Are dogs allowed on site for the celebration?
- Are there any limitations on lighting, music, photography, or videography at the venue?
- Will the venue be open to the public during the celebration?
- Are there any other rules, considerations, or restrictions at the venue?

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