

Thank you for downloading the GWI venue checklist. We have constructed the list to help and guide you in planning your big day. Not everything on the list is an essential. We have one small checklist repeated several times for your initial venue search and a far more comprehensive one for your venue visit. Reprint as many times as you need or print out individual pages. Feel free to amend the list as you need. We have also left space at the bottom for any additions you may have. We hope you find this helpful. More planning tools are available now. Congratulations and have fun!!

Wedding Venue Checklist

**Initial Venue Search**

Venue Name .………………………………………………………………………….

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

Venue Name .…………………………………………………………………………..

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

Venue Name .…………………………………………………………………………..

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

Venue Name .…………………………………………………………………………..

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

Venue Name .…………………………………………………………………………..

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

Venue Name .…………………………………………………………………………..

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

Venue Name .…………………………………………………………………………..

Location …………………………………………………………………………….

Available Dates …………………………………………………………………………….

Civil Ceremony …………………………………………………………………………….

Max Guests …………………………………………………………………………….

Price …………………………………………………………………………….

**Wedding Venue Visit Checklist & Questions**

Venue Name …………………………………………………………………..

Does the Venue please you visually?

……………………………………………………………………………………………………………………………………………………………

Can it cater for the number of guests you have?

…………………………………………………………………………………………………………………………………………………………….

Do they have a wedding coordinator?

…………………………………………………………………………………………………………………………………………………………….

Exclusive Use?...........................................................................................................................................

……………………………………………………………………………………………………………………………………………………………

Will it be necessary to hire any additional items?

…………………………………………………………………………………………………………………………………………………………….

Is there in house catering? If not do they have any recommendations or requirements?

…………………………………………………………………………………………………………………………………………………………….

Is there a minimum spend on food in the day or evening?....................................................................

…………………………………………………………………………………………………………………………………………………………….

Is there any flexibility on the menu and are special dietary needs met?...............................................

…………………………………………………………………………………………………………………………………………………………….

Can you supply your own alcohol, if so is there a corkage fee?.............................................................

…………………………………………………………………………………………………………………………………………………………….

When does the bar close?......................................................................................................................

…………………………………………………………………………………………………………………………………………………………….

How many staff will be involved? Is there a uniform?............................................................................

…………………………………………………………………………………………………………………………………………………………….

Will there be any meetings prior to the wedding?.................................................................................

…………………………………………………………………………………………………………………………………………………………….

Is entertainment allowed, are there correct facilities to enable this?...............................................

…………………………………………………………………………………………………………………………………………………………….

Is there a music player/microphone speaker system?............................................................................

…………………………………………………………………………………………………………………………………………………………….

Which table and chairs will you be having?............................................................................................

……………………………………………………………………………………………………………………………………………………………

Where will wedding gifts be stored?.......................................................................................................

…………………………………………………………………………………………………………………………………………………………….

When is the earliest you can decorate the venue?.................................................................................

…………………………………………………………………………………………………………………………………………………………….

Is there disabled access?.........................................................................................................................

…………………………………………………………………………………………………………………………………………………………….

Are there parking facilities?....................................................................................................................

…………………………………………………………………………………………………………………………………………………………….

Is there accommodation for guests?......................................................................................................

…………………………………………………………………………………………………………………………………………………………….

Is the venue insured?..............................................................................................................................

…………………………………………………………………………………………………………………………………………………………….

When is it advisable to book?...................................................................................................................

…………………………………………………………………………………………………………………………………………………………….

Is a deposit needed and is there a cancellation policy?..........................................................................

…………………………………………………………………………………………………………………………………………………………….

When will the final balance be due and is VAT included?.......................................................................

........................................……………………………………………………………………………………………………………………..

Contact Details & Available dates…………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………….

**Venue Costing**

Ceremony Room Hire .……………………………………………………………………….

Reception Room Hire ………………………………………………………………………..

Wedding Breakfast ………………………………………………………………………..

Drinks ………………………………………………………………………..

Equipment Hire ………………………………………………………………………..

Evening Food ………………………………………………………………………..

Accommodation ………………………………………………………………………..

Added Extras ………………………………………………………………………..

VAT ………………………………………………………………………..

Additional Notes

**I hope this resource was useful ☺ Be sure to stop by at Gayweddingideas.net again soon.**