

Venue Tour Checklist

- ☐ Understand the flow of the space (i.e. where guests will enter, paths they will travel from space to space)
- ☐ Restrooms
- ☐ Bridal and groom suites
 - ☐ Do they lock?
 - ☐ Private restroom for bridal suite? Or private access from the bridal suite?
- ☐ How early can we arrive to get ready?
- ☐ How early can vendors load in?
- ☐ Any restrictions?
 - ☐ Allow candles? May require to be enclosed
 - ☐ Allow sparklers?
 - ☐ Noise cut off time
- ☐ How/when will the rehearsal be run?
- ☐ Parking for guests
- ☐ Rainy day plan/costs

Ceremony Space

- ☐ Lighting
 - ☐ Shade if outdoors?
- ☐ Expected noise (i.e. nearby train, fire department, etc.)
- ☐ Ceremony arch options included with the venue
- ☐ Ceremony chairs
- ☐ Location for sign in table
 - ☐ Standard 6ft banquet tables?
- ☐ Location/set up for water station
 - ☐ Standard 6ft banquet tables?
 - ☐ If the weather is on the colder side, can they switch complimentary iced tea/lemonade to hot tea/coffee?
- ☐ Location/set up for DJ or live musician

Cocktail Reception Space

- ☐ Location/set up for DJ or live musician
- ☐ Tall and low cocktail tables
 - ☐ How many typically fit in the space?
 - ☐ Chairs for low cocktail tables

- ☐ Location for bars
 - ☐ How many bars recommended for X amount of guests?
 - ☐ Extra cost for more than one bar?
- ☐ In-house heaters
 - ☐ How many available/fit in the space? Extra cost?
- ☐ Location for photo booth
- ☐ Location for escort card display

Dinner Reception Space

- ☐ Lighting
 - ☐ Dimmable?
 - ☐ Allowed to bring uplighting from an outside vendor?
- ☐ Options for round vs. rectangle guest tables (or mix match)
 - ☐ Extra cost for rectangle tables?
- ☐ Location for sweetheart's table (or king's table)
- ☐ Location for bars
- ☐ Location for dinner buffet
 - ☐ How will buffet style work (i.e. flow of the lines, 1 or 2 lines)?
- ☐ Location for cake table
 - ☐ Cake cutting complimentary?
- ☐ Dance floor provided or extra cost?
 - ☐ If provided, what does it look like (i.e. white or wood)?
 - ☐ Allowed to bring a dancefloor from an outside vendor?
- ☐ Slideshow projector/screen available?
- ☐ View sample rentals the venue offers
 - ☐ Which items are required to rent through the venue vs. an outside vendor?
 - ☐ Chairs
 - ☐ Linens
 - ☐ Napkins
 - ☐ China
 - ☐ Flatware
 - ☐ Glassware
 - ☐ Chargers
- ☐ DIY dessert station allowed?
 - ☐ If so, which items of theirs can we use (i.e. cake stand, tiered trays, serving trays/utensils)? Extra cost?
- ☐ Any additional rental options through the venue (i.e. lounge furniture)?