

# WEDDING VENUE SHOPPING CHECKLIST

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*Print & save this handy checklist to guide your search for the perfect wedding venue!*

## BEFORE YOU START SHOPPING FOR WEDDING VENUES:

- Calculate your general wedding budget
- Make a rough draft of your guest list
- Know your preferred wedding date, or season
- Brainstorm different wedding styles that feel comfortable to you

## SUGGESTED ONLINE SEARCHES

- *Wedding venues near me*
- *Affordable wedding venues*
- *Cheap local wedding venues*
- *Search wedding venues by price*
- *Inexpensive wedding venues*
- *Cheap venues for weddings*
- *Unique wedding locations*

## HOW MUCH DOES THE VENUE COST?

- Call the events manager to discuss venue pricing.
- Get a quote for your specific wedding size AND time of year.
- Don't be afraid to call multiple venues so you have a healthy price range for comparison.

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## **WHAT'S INCLUDED WITH THE VENUE?**

- Hosting your ceremony & reception within the same wedding venue is a HUGE bonus. Major points for wedding venues that include a space for the ceremony and the reception.
- Is a catering package available?
- Tables, chairs, linens, tablesettings?
- Parking?
- Are guest rooms available?
- Is there an onsite coordinator?

## **HOW MANY PEOPLE CAN THE VENUE ACCOMMODATE?**

- Track different options (garden, banquet hall, etc) and capacity restrictions,
- Understand the minimum AND maximum number of guests allowed,
- Consider comfort of your guests - crowding, temperature, accessibility,
- And finally, consider any special needs (handicapped guests, children, elderly).

## **MISCELLANOUES LOGISTICS**

- What time can we begin set up?
- What time does clean up need to be completed?
- Can we store anything at the venue in advance?
- Are refrigerators & freezers available?
- Make note of dimensions - seating area, dance floor, outdoor patios.
- Note any miscellaneous spaces that can be dedicated for signage, guest book, gifts, cake table, place card table, etc.

## **PARKING & TRANSPORTATION**

- Is parking included or an extra expense?
- Will shuttles be required from ceremony site? To guest hotels?
- If using two separate venues for ceremony & reception, how far apart are the two locations?
- Are taxis and/or ride sharing services like Uber & Lyft easily available?

## **HOURS & TIMING**

- Will the hours accommodate your wedding reception vision?
- Can additional time in the venue be negotiated before or after?
- Will there be any other events held before or after yours?

## **YOUR NOTES:**

**YOUR NOTES (CONTINUED):**