

[free checklist]

The Complete Guide to Choosing a Wedding Venue

that will rock your day!

kirsty ussher



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

I am 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 x

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.

Checklist:

- 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.

Checklist:

- Confirm what rooms or spaces come with the booking. Are getting-ready rooms or accommodations included in the package?
- Check availability of power and water at the site/venue. Will vendors have easy and full access to those?
- Investigate restroom facilities available. Is there a special restroom or powder room for the bridal party?
- Review what furniture, lighting, sound, and decor are included in the package. Is set-up included? Can items be swapped in or out, and will there be a cost for that?
- Determine if the venue/site is accessible to all types of vehicles (buses, 2-wheel drive cars, etc.). Can taxis access the venue?
- Assess if inclement weather affects access to the venue (road slips, high rivers).
- Check how close guests can get to the ceremony and reception site in a vehicle for mobility and accessibility (consider strollers, wheelchairs, elderly guests).
- Confirm if baby-changing/breastfeeding rooms are available.
- Ensure there is free car parking onsite.
- Look for accommodation options nearby. Do they provide discounts for block bookings in association with the venue?
- Inquire if a venue layout is provided for clients to use for planning purposes.



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.

- ***Catering and Beverage Checklist***

1. In-house catering:

- Is it offered?
- Is it included in the package price?
- Is there a free tasting?
- Is there flexibility with the catering options?
- What style of catering is provided?

2. Food and beverage requirements:

- Is there a food and beverage minimum?
- Is there a list of preferred caterers?

3. Catering equipment:

- Does the venue provide catering equipment (plates, cutlery, serving dishes, linen, etc.)?
- Is catering equipment included in the cost?

4. Kitchen facilities:

- Does the venue have a commercial kitchen?
- Does a caterer need to bring a mobile kitchen?

5. Alcohol service:

- 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 are there for the supply/service of alcohol?
- If required to purchase and supply alcohol, what packages are available?
- Is there any flexibility with alcohol packages?
- Does the venue charge corkage fees?

6. Service staff:

- Does the venue provide service staff for food and beverages?
- What are the costs associated with service staff?

7. Bar facilities:

- Does the venue have a physical bar and necessary 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.

Checklist:

- Identify the point of contact for the booking.
 - Confirm if they will be present on the day of the wedding.
- Inquire if the venue provides an on-the-day coordinator or wedding planner.
 - Obtain details of that service.
- Ask for a list of preferred vendors.
 - Confirm if you can choose your own vendors.
- Check if there are any in-house vendors.
 - Verify if this is included in the price of the package.
- Determine when vendors are allowed access to the venue for pack-in and set-up.
- Confirm when vendors need to be packed out.

Special Considerations

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

Checklist:

- Is there a plan for inclement weather if the wedding is outdoors (e.g., rain or high winds)?
- Is there an added cost for switching to Plan B?
- Are there noise restrictions or cut-off times to consider?
- Is confetti, fireworks, open-flame candles, sparklers, fire pits, rose petals, or rice allowed?
- Is a dance floor provided?
- What options are available for heating and/or air conditioning?
- Does the venue hire include any decor? Are there restrictions on decor and styling?
- Are there any permits or permissions needed for this venue?
- Is there an onsite PA system available for the ceremony and/or speeches?
- Are dogs allowed on site for the celebration?
- Are there limitations on lighting, music, photography, or videography?
- 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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