

The Venue

Now that you have decided on a theme and budget, it is time to locate the ideal venue to celebrate your nuptials. Use this worksheet to record all pertinent information.

VENUE INFORMATION		
Venue name		
Contact name	Contact name (day of wedding)	
Address		
Phone/cell		
Email	Website	
Dates available		
Maximum room capacity	Number of weddings booked that day	
Features		
Ceremony	time begins:	time ends:
Cocktail hour	time begins:	time ends:
Dinner (seated or buffet)	time begins:	time ends:
Tables and chairs fee \$	Linens fee \$	
Catering		
On-site/in-house caterer? yes no	Cake or dessert included? yes no	
Fee (if using your own off-site caterer)?	yes (amount: \$) no	
Off-site caterers they recommend/use		
What time can vendors arrive for set-up?		
Liquor license? yes no	Can we bring our own liquor? yes no	
Bar open cash	Alcohol pricing \$	
Liquor served (download our liquor chart for suggestions)		
Additional features		
Dance floor available/room for a band yes no	Does venue have a sound system? yes no	
On-site location for photography yes no	Bridal changing room available yes no	
Tent available for outdoor wedding/rain yes no	Rental fee? yes (amount: \$) no	
On-site parking (valet?) yes no	If no parking, transportation available yes (amount: \$) no	
Special restrictions on entertainment, photography or decorations?		
Insurance needed (outdoor wedding) yes (amount: \$) no	Miscellaneous fees \$	
Total fees		
Down payment \$	Due when?	
Balance \$	Due when?	