

Venue Cheat Sheet

What to Ask, What to Know, What to Look For

Choosing your venue is one of the biggest (and most exciting!) parts of wedding planning. It sets the vibe, the budget, and the schedule — so let's make sure you walk in ready to ask the right questions.



QUICK VENUE INFO

Venue Name _____

Contact Person _____

Phone/Email _____

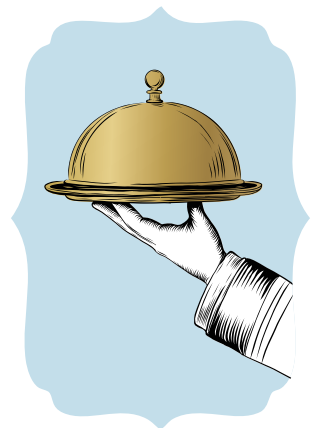
Website/Instagram _____

Tour Date _____

Your Initial Impression ★ ★ ★ ★

BASIC DETAILS

- ☐ Is the venue available on our preferred date(s)?
- ☐ What is the rental fee and what's included?
- ☐ How many hours does the rental include?
- ☐ How many guests can it comfortably hold (seated vs. standing)?
- ☐ Is there a backup plan for bad weather (if outdoors)?
- ☐ What is the venue's style/vibe (rustic, modern, ballroom, etc.)?



MONEY MATTERS

- ☐ What's the deposit and when is it due?
- ☐ When is the full balance due?
- ☐ Is there a payment plan available?
- ☐ What's the cancellation/refund policy?
- ☐ Are there any hidden fees (security, cleaning, service charges)?
- ☐ Are gratuities or taxes included in the price?

INCLUDED VS. EXTRA

INCLUDED

- ☐ Tables & Chairs
- ☐ Linens
- ☐ Setup/Breakdown
- ☐ On-site Coordinator
- ☐ Audio/Visual Equipment
- ☐ Restrooms
- ☐ Bridal/Groom Suites

EXTRA OR DIY

- ☐ Décor
- ☐ Lighting
- ☐ Dance Floor
- ☐ Tent (for outdoor venues)
- ☐ Generator (for rural venues)

CATERING & DRINKS

- ☐ Do they have in-house catering?
- ☐ Can you bring your own caterer?
- ☐ Is there a kitchen/prep space?
- ☐ What are the alcohol policies (BYO, bar packages, licensed bartender required)?
- ☐ Is there a cake-cutting fee or corkage fee?

Tip!

VISIT VENUES
AT THE SAME TIME OF
DAY AS YOUR WEDDING
TO SEE THE LIGHTING
AND ATMOSPHERE
IN ACTION.

VIBE CHECK

- ☐ Is live music or a DJ allowed?
- ☐ Are there any sound restrictions or curfews?
- ☐ Can we do a sparkler exit / confetti / fireworks?
- ☐ What's the parking situation like?
- ☐ Is the venue handicap accessible?
- ☐ Are there nearby hotels or shuttle options?



MUST-KNOW POLICIES

- ☐ What time can we start setup?
- ☐ What time does the event need to end?
- ☐ Are we responsible for cleanup?
- ☐ Can we bring our own vendors?
- ☐ Do vendors need specific insurance or permits?
- ☐ Do you require wedding insurance?

PHOTOS + VIBE NOTES

Take photos of key areas and note things like:

- Natural lighting
- Ceremony/reception flow
- Photo ops
- First impression
- Anything that makes it stand out

FINAL THOUGHTS

What did you love about this venue?

Any deal-breakers?

How does it compare to other venues on your list?

Is this a good match for your style, guest list, and budget?
