



Wedding Venue Checklist

Use this checklist to confidently compare wedding venues and avoid costly or stressful surprises. Save it, print it, or use it while touring venues.

1. Wedding Vision & Style

- Matches our wedding style (rustic, luxury, beach, modern, boho, classic)
- Indoor, outdoor, or both options available
- Ceremony and reception can be hosted on-site
- Venue aesthetic fits our décor vision without heavy styling

2. Guest List & Capacity

- Maximum capacity fits our guest list comfortably
- Space for ceremony seating
- Space for dining tables
- Dedicated area for dancing
- Room for mingling, cocktail hour, and bar
- Does not feel too cramped or too empty

3. Budget & Pricing

- Venue rental fee is within budget
- Tables and chairs included
- Linens, lighting, and basic décor included
- Setup and cleanup included
- Service charges and taxes clearly explained
- Minimum spend requirements disclosed
- Payment schedule works for us

4. What's Included

- Ceremony setup
- Reception setup
- Bridal suite / getting-ready space
- Groom's room or lounge
- Restrooms available and sufficient
- Climate control (AC / heating)

5. Location & Accessibility	<input type="checkbox"/> Easy for guests to find <input type="checkbox"/> Close to hotels or accommodations <input type="checkbox"/> Parking available or valet provided <input type="checkbox"/> Shuttle options if needed <input type="checkbox"/> Handicap-accessible entrances and restrooms
6. Weather & Backup Plan	<input type="checkbox"/> Covered or indoor backup space available <input type="checkbox"/> Backup space included in rental price <input type="checkbox"/> Clear plan for weather-related changes <input type="checkbox"/> Timeline for final weather decision
7. Vendor Policies	<input type="checkbox"/> Outside vendors allowed <input type="checkbox"/> Preferred vendor list provided (if required) <input type="checkbox"/> Extra fees for outside vendors disclosed <input type="checkbox"/> Caterer, photographer, planner approved
8. Timing & Restrictions	<input type="checkbox"/> Rental hours clearly defined <input type="checkbox"/> Setup and breakdown times included <input type="checkbox"/> Overtime fees explained <input type="checkbox"/> Noise curfews confirmed <input type="checkbox"/> Music volume limits disclosed <input type="checkbox"/> Restrictions on live bands or DJs <input type="checkbox"/> Fireworks or special effects allowed or restricted
9. Décor Rules	<input type="checkbox"/> Candles allowed (real or LED) <input type="checkbox"/> Floral installations permitted <input type="checkbox"/> Hanging décor allowed <input type="checkbox"/> Confetti, sparklers, or exits approved <input type="checkbox"/> Venue offers décor flexibility
10. Staff & Coordination	<input type="checkbox"/> On-site venue coordinator included <input type="checkbox"/> Staff manages vendor arrivals <input type="checkbox"/> Point of contact on wedding day <input type="checkbox"/> Emergency or last-minute issue support

11. Reviews & Reputation	<input type="checkbox"/> Positive online reviews <input type="checkbox"/> Real wedding photos available <input type="checkbox"/> Consistent feedback about staff and organization
12. Contract Review	<input type="checkbox"/> Cancellation and refund policy clear <input type="checkbox"/> Liability and insurance requirements understood <input type="checkbox"/> Final walkthrough included <input type="checkbox"/> Everything promised is written in the contract
Final Gut Check	<input type="checkbox"/> We feel comfortable and excited about this venue <input type="checkbox"/> It reduces stress, not adds to it <input type="checkbox"/> We can picture our wedding day here

NOTES

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