



# 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)

<b>5. Location &amp; Accessibility</b>	<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
<b>6. Weather &amp; Backup Plan</b>	<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
<b>7. Vendor Policies</b>	<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
<b>8. Timing &amp; Restrictions</b>	<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
<b>9. Décor Rules</b>	<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
<b>10. Staff &amp; Coordination</b>	<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

<b>11. Reviews &amp; Reputation</b>	<input type="checkbox"/> Positive online reviews <input type="checkbox"/> Real wedding photos available <input type="checkbox"/> Consistent feedback about staff and organization
<b>12. Contract Review</b>	<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
<b>Final Gut Check</b>	<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	

Disclaimer by [www.theglobefinds.com](http://www.theglobefinds.com)

This wedding venue checklist is for personal use only. You may download, print, and use it for your own wedding planning. Redistribution, resale, reproduction for commercial purposes, or sharing on other websites without permission is strictly prohibited.