

Wedding Venue

Comparison & Research

Free Template



Wedding Venue

Venue Name _____

What we loved (pros):

What we didn't love (cons):

Notes:

Wedding Venue 1

Venue Name _____

| Availability & Pricing Q's | Yes | No | Notes |
|---|-----|----|-------|
| Is my wedding date available? | | | |
| If my date is not available, what dates are available? | | | |
| What is the price for my chosen date? | | | |
| What is included in the price (get all details)? | | | |
| What are the different rates for different days of the week (or times of year)? | | | |
| What are the different packages that you offer? | | | |
| How many hours are included with our package? | | | |
| How much is the deposit? | | | |
| What is the payment schedule? | | | |
| When is the final payment due? | | | |
| What is the cancellation/refund policy? | | | |

Wedding Venue 2

Venue Name _____

| Availability & Pricing Q's (cont.) | Yes | No | Notes |
|--|-----|----|-------|
| Are service fees, gratuities, cleaning fees, etc. included in the quoted price? If not, what are the details of those costs? | | | |
| Is there a cost if we make changes to our contract once we sign a contract? | | | |
| Is there any part of the property that is open to the public on our wedding date? | | | |
| Do you host other events the same day as our wedding? If so, how many other events? | | | |
| Guests, Food, and Drinks | Yes | No | Notes |
| How many guests can you accomodate? | | | |
| Is there onsite parking for guests? If not, how is parking handled? | | | |
| Are there special accommodations for disabled guests? | | | |
| How many bathrooms are available? where are they located? | | | |

Wedding Venue 3

Venue Name _____

| Guests, Food, and Drinks (cont.) | Yes | No | Notes |
|--|-----|----|-------|
| Do you offer in-house catering? | | | |
| Can we bring in our own caterer? | | | |
| Do you have a list of preferred caterers? | | | |
| If I provide my own caterer, is there a kitchen and/or storage area for them to use? | | | |
| Is there a food/beverage minimum? | | | |
| Are tables, chairs, linens, plates, glassware, silverware included? If so, what is the cost? | | | |
| Do you provide wedding cakes? If so, what is the cost? | | | |
| Can we bring in our own cakes/desserts? | | | |
| Is there a cake cutting fee? If we buy the cake from you, is there still a cutting fee? | | | |
| Do you have a liquor license? | | | |
| Can we bring in our own alcohol? | | | |

Wedding Venue 4

Venue Name _____

| Guests, Food, and Drinks (cont.) | Yes | No | Notes |
|--|-----|----|-------|
| Is hard alcohol allowed? | | | |
| If we have to purchase alcohol from you, how is it priced? Is there a minimum? | | | |
| If purchasing alcohol from you, is there an extra charge for bar staff? | | | |
| If providing our own alcohol, is there a corkage or service fee? | | | |
| General Venue Questions | Yes | No | Notes |
| Can we get ready at the venue? | | | |
| Are there getting ready spaces for both parties? Can we see the spaces? | | | |
| What time can we arrive on-site? | | | |
| Can we have our ceremony and reception at the venue? | | | |
| How many different ceremony locations do you have? | | | |

Wedding Venue 5

Venue Name _____

| General Venue Questions (cont.) | Yes | No | Notes |
|--|-----|----|-------|
| If the ceremony is outdoors, what is the backup plan if it rains? | | | |
| Do you have a space for cocktail hour? | | | |
| If the cocktail hour space is outdoors, what is the backup plan if it rains? | | | |
| Will there a person from the venue on site all day/night? | | | |
| Will anyone from the venue help with coordinating the ceremony and/or reception? | | | |
| What time do we have to get everything out of the venue after the reception? | | | |
| Is there heating/AC in all indoor locations? | | | |
| Can pets be included in the ceremony? | | | |
| Do you supply tables for programs, name cards, cakes, guestbooks, gifts, etc? | | | |
| Are there any noise restrictions? | | | |

Wedding Venue 6

Venue Name _____

| Vendors | Yes | No | Notes |
|---|-----|----|-------|
| What time are my vendors allowed on-site to set up? | | | |
| Do you have a preferred vendors list? | | | |
| Am I allowed to use any vendors that I want? | | | |
| Do you offer day-of coordination? | | | |
| Can you accommodate a live band? | | | |
| How much space will the band have? | | | |
| What does my band or DJ need to provide themselves (power, tables, etc.)? | | | |
| Does the venue provide and lighting or audio/sound services? | | | |
| Are there any restrictions on the photographers/videographers? | | | |
| How big is the dance floor? | | | |
| Where does the DJ typically set up? | | | |

Wedding Venue 7

Venue Name _____

| Reception & Decor | Yes | No | Notes |
|---|-----|----|-------|
| Are there any décor restrictions? | | | |
| Do you allow real candles? | | | |
| Do you have decor that we can use? | | | |
| Can we do a sparkler send off? | | | |
| Do you allow fireworks? | | | |
| Does someone maintain the restrooms and garbage cans? | | | |
| Is there a smoking area? | | | |
| Does the venue have a generator in case the power goes out? | | | |
| Does the venue help with moving decorations from ceremony to reception? | | | |
| Does the venue have security? | | | |
| Is there a coat check? | | | |

Wedding Venue 8

Venue Name _____

| Rehearsal, Lodging, & Misc. | Yes | No | Notes |
|--|-----|----|-------|
| How do you do your ceremony rehearsals? | | | |
| Do you offer a space for the rehearsal dinner? | | | |
| What are the most common transportation methods people use for this venue? | | | |
| What hotels do most people use for their guests when using this venue? | | | |
| Do you partner with any hotels that might offer discounts or upgrades to your couples? | | | |
| Are there any renovations planned between now and my wedding date? | | | |
| Can we see photos that show a wedding at the same time of year as my wedding? | | | |
| Can you show us the locations that most people use for their wedding day photos? | | | |
| Can you walk us through an entire wedding day at your venue (getting ready, ceremony, cocktail hour, and reception)? | | | |

Wedding Venue 9

Venue Name _____

| Venue Questions | Yes | No | Notes |
|-----------------|-----|----|-------|
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Venue Comparison

| | Venue 1 | Venue 2 | Venue 3 |
|----------------------|---------|---------|---------|
| Venue Name | | | |
| Min/Max Capacity | | | |
| Location (City) | | | |
| Type Of Venue | | | |
| Available Dates | | | |
| Cost | | | |
| Rain Plan | | | |
| Getting Ready Spaces | | | |
| Ceremony Spaces | | | |
| Reception Space | | | |
| Lighting | | | |
| Bathrooms | | | |
| Parking | | | |
| Venue coordinator | | | |

Helpful Wedding Resources

Wedding Shopping List



The ultimate resource page for items you might need for your wedding day

Getting Ready Robes | Pajamas

Guest Book Ideas | Vow Books

Jewelry | Veils | Ceremony Decor

Reception Decor | Cake Toppers

And More!

[Check out the resource page here](#)

