

Checklist - Reception location

venue checklist

Booking the venue is one of the first and most important items on your to do list. The most popular are often booked up more than a year in advance for Saturdays and, if you are not on the ball, you might be offered a Wednesday in January when you have set your heart on a summer wedding. A venue will be able to offer you a number of services which may include a registrar, food, drink and music as well as accommodation. Many will take a lot of the organisation out of your hands and will employ a wedding co-ordinator or events manager.

Does the venue suit your theme?

Is it big enough to accommodate all your guests?

How far away from the ceremony venue is it?

What kind of wedding packages are available?

Do they have an in-house wedding co-ordinator?

Do they have equipment you can use or will you have to hire tables, chairs, linens, plates, glassware, etc.?

Do they have in-house catering or must you hire your own?

If you are bringing a caterer in, will they have access to a kitchen, power, running water, etc.?

Will you be having finger food, a buffet or a sit down meal?

Will there be food for both the reception and the evening reception?

If they'll be supplying the food, are they flexible with their menu choices?

Can you make suggestions?

Is there a vegetarian alternative?

Can they accommodate special dietary requirements?

Do they have a license to consume alcohol?

Can you supply your own alcohol? Is there a corkage fee?

Will you have a free bar or will guests pay for their own beverages?

Determine which drinks you would like served when. Until what time the bar will be open?

Enquire about staff. How will they be dressed?

How many will be required? Is a toastmaster included in staffing costs?

Can you meet the manager beforehand to go over details?

Is entertainment permitted?

Is there a sufficient power supply for any entertainment/sound systems you may require?

Does the venue have a public address system available for speeches?

Are there noise level restrictions that must be adhered to?

Visit your venue at the time of day your reception will take place. Is the lighting suitable?

Are the tables/chairs/linens appropriate?

Discuss table layout, seating arrangements and the position of the cake table.

Discuss where you would like flowers and other decorations placed.

If you will be decorating the venue yourself, can you have at least one day before the wedding day?

Can venue supply cake stand and knife?

Is there a safe place for guests to store coats and personal belongings?

Is there a safe place for gifts?

If you are having outside staff or decorators in, what is the earliest they can have access?

Does the venue have disabled access?

Are there adequate parking facilities?

Is there on-site accommodation? If so, is there a discount available for your guests?

Is there a private room available for you to change into going-away outfits?

Are there other weddings booked for the same day?

Can you come and see the room while during another wedding reception?

Does the venue have public liability insurance?

How far in advance are bookings required?

What is the cancellation/postponement policy?

How much is the deposit to secure the date and when is it due?

How soon after the event is the balance due?

Is VAT included in the final price?

Confirm dates, times and details with a written contract.