

# KNOW BEFORE YOU GO

## CHECKLIST FOR VENUE VISITS

### BEFORE ANY VISITS:

Know your budget (total budget:\$\_\_\_\_\_ ) (venue budget:\$\_\_\_\_\_ )

Know your guest count (#\_\_\_\_\_ )

Ceremony and reception at same location?    yes    no

Do you have a particular style or theme for your wedding? If so, what is it? \_\_\_\_\_

Is your heart set on a certain date? What is it? \_\_\_\_\_

	#1	#2	#3	#4
Venue Name?				
Price?				
Is venue insured?	Yes	Yes	Yes	Yes
Deposit policy?				
Cancellation policy?				
Refund policy?				
Payment plan?				
# Guests allowed?				
# Ceremony sites?				
# Indoor “ sites?				
--handicap accessible?	Yes	Yes	Yes	Yes
Aesthetic/theme?				
Date available?	Yes	Yes	Yes	Yes
If not, alt. date?				
Total hours of access?				
Earliest time for setup?				
Earliest delivery time?				
Real candles allowed?	Yes	Yes	Yes	Yes
Avail for portrait sess.?	Yes	Yes	Yes	Yes
Avail for rehearsal?	Yes	Yes	Yes	Yes
Ins. req'd for couple?	Yes	Yes	Yes	Yes
Ins. req'd for vendors?	Yes	Yes	Yes	Yes
Mult. events same day?	No	No	No	No
Choice of vendors?	Yes	Yes	Yes	Yes
<i>Vendor Notes</i>				
In-house caterer/bar?				
<i>More Vendor Notes</i>				
Overnight lodging?	Yes	Yes	Yes	Yes
For How Many Guests?				
Hotel discounts?	Yes	Yes	Yes	Yes
Sufficient parking?	Yes	Yes	Yes	Yes
Free parking?	Yes	Yes	Yes	Yes



**Ata-Girl**  
— photography co. —

This worksheet designed and programmed by:  
ATA-GIRL PHOTOGRAPHY CO., LLC  
atagirlphoto.com | tammy@atagirlphoto.com | (830) 719-4475 | FB & IG

	#1	#2	#3	#4
Shuttle svc needed?	No	No	No	No
Kitchen access?	Yes	Yes	Yes	Yes
Linens provided?	Yes	Yes	Yes	Yes
Colors?				
Table/chairs provided? 	Yes #_____	Yes #_____	Yes #_____	Yes #_____
Dishes provided?	Yes	Yes	Yes	Yes
Servers included?	Yes	Yes	Yes	Yes
Clean up fee? 	No	No	No	No
Cake cutting fee?	No	No	No	No
Corkage fee?	No	No	No	No
Security req'd?	Yes	Yes	Yes	Yes
Security provided?	Yes	Yes	Yes	Yes
Security Cost?				
Venue Mgr on site?	Yes	Yes	Yes	Yes
Can you meet them? 	Yes	Yes	Yes	Yes
Outside planner req'd? 	Yes	Yes	Yes	Yes
# of bathrooms? 				
--#handicap accessible?				
--fixed vs portable?				
Generator for outages?	Yes	Yes	Yes	Yes
Bride's ready room?	Yes	Yes	Yes	Yes
Groom's ready room?	Yes	Yes	Yes	Yes
Smoking area?	Yes	Yes	Yes	Yes
Child friendly?	Yes	Yes	Yes	Yes
Dance floor/size? 	Yes ___x___	Yes ___x___	Yes ___x___	Yes ___x___
Climate controlled?	Yes	Yes	Yes	Yes
In-house sound system?	Yes	Yes	Yes	Yes
System at ceremony site? 	Yes	Yes	Yes	Yes
Area noise restrictions? 				
Does anything you've seen or discussed today cost extra?				
Notes: 				
<b>Venue Score</b> 				

