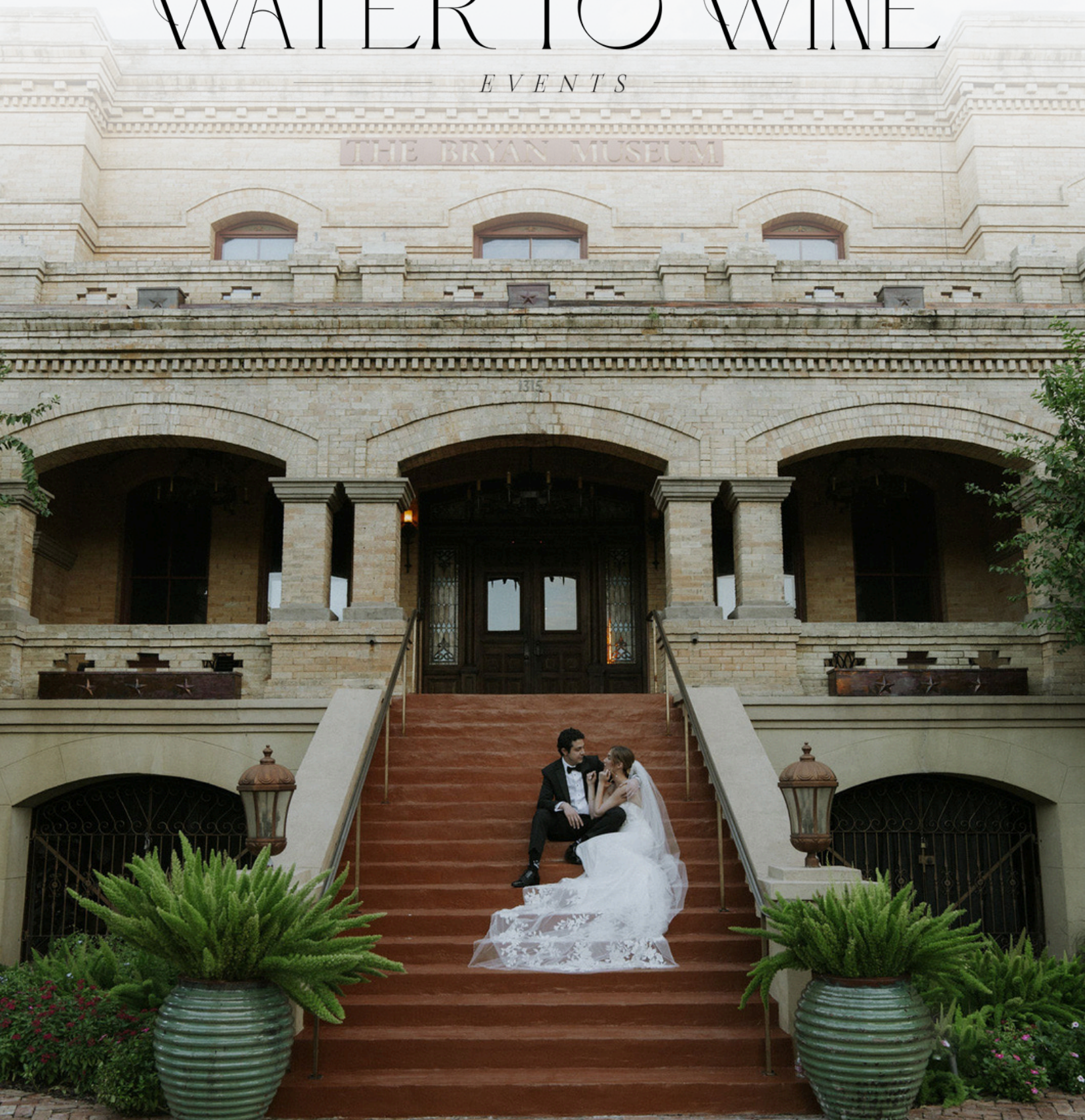


# WATER TO WINE

EVENTS



## VENUE CHECKLIST

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Whether you ask on the initial venue tour or follow up with your top 3 later, this is a list of questions that you will want to get answers to in order to plan your event successfully and strategically.




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- ☐ What dates are available during your desired timeframe?  
Be as open as possible!
  - ☐ What is their policy on holding a date for you?
  - ☐ How many hours is the standard venue rental? How much is each additional hour of rental?
  - ☐ Does the venue rental include an engagement shoot and/or ceremony rehearsal?
  - ☐ By what time does the venue have to be cleaned out following the event? Is that time included in the rental time?
  - ☐ How many weddings do you allow in one day and in one weekend? If weddings can take place on the same day, how do they strategically separate those?
  - ☐ Would the space be private or open to the public during the wedding? What is the total capacity of the whole venue?

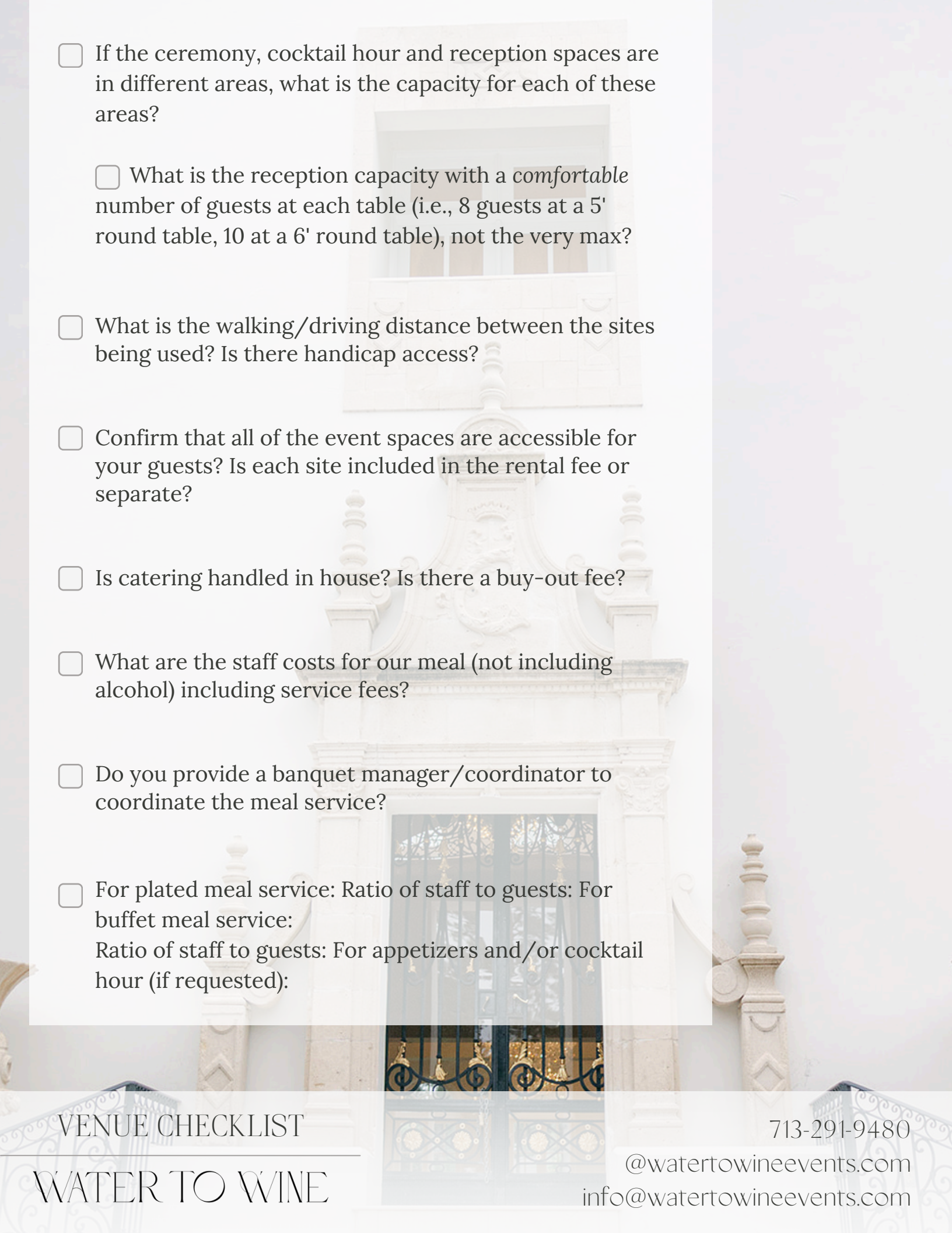
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- ☐ If the ceremony, cocktail hour and reception spaces are in different areas, what is the capacity for each of these areas?
  
  - ☐ What is the reception capacity with a *comfortable* number of guests at each table (i.e., 8 guests at a 5' round table, 10 at a 6' round table), not the very max?
  
  - ☐ What is the walking/driving distance between the sites being used? Is there handicap access?
  
  - ☐ Confirm that all of the event spaces are accessible for your guests? Is each site included in the rental fee or separate?
  
  - ☐ Is catering handled in house? Is there a buy-out fee?
  
  - ☐ What are the staff costs for our meal (not including alcohol) including service fees?
  
  - ☐ Do you provide a banquet manager/coordinator to coordinate the meal service?
  
  - ☐ For plated meal service: Ratio of staff to guests: For buffet meal service: Ratio of staff to guests: For appetizers and/or cocktail hour (if requested):

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- ☐ What are your additional food-related charges?
  - ☐ Do you accommodate dietary restrictions? (e.g. vegetarian, vegan, kosher, gluten-free)
  - ☐ Do you offer package upgrades? (e.g. desserts, sculptures, coffee service, or specialty displays)
  - ☐ Do you modify any of your dishes?
  - ☐ How much do you charge for children's meals?
  - ☐ How much do you charge for vendor/event staff meals?
  - ☐ What is included in the cost of the space rental?
    - Ceremony space:
    - Reception space:
      - Chair rentals (how many and what sizes)
      - Table rentals to feed (how many and what sizes)
      - Other dinnerware rentals (linens, plates, silverware, glassware) + Ask about the water, red, white, and champagne glass count

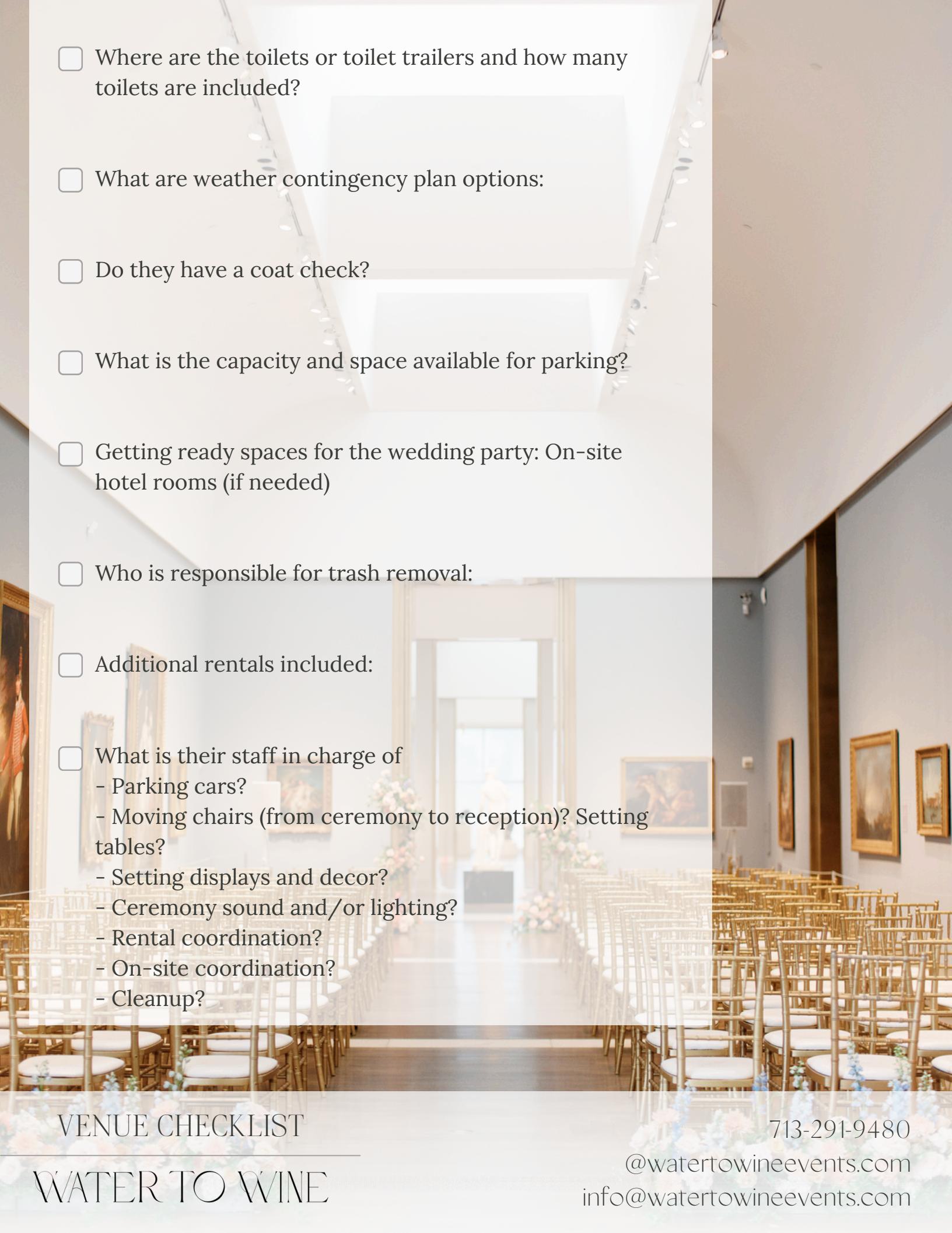
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- ☐ Where are the toilets or toilet trailers and how many toilets are included?
  - ☐ What are weather contingency plan options:
  - ☐ Do they have a coat check?
  - ☐ What is the capacity and space available for parking?
  - ☐ Getting ready spaces for the wedding party: On-site hotel rooms (if needed)
  - ☐ Who is responsible for trash removal:
  - ☐ Additional rentals included:
  - ☐ What is their staff in charge of
    - Parking cars?
    - Moving chairs (from ceremony to reception)? Setting tables?
    - Setting displays and decor?
    - Ceremony sound and/or lighting?
    - Rental coordination?
    - On-site coordination?
    - Cleanup?

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- ☐ Planning meeting(s) with the venue owner/coordinator (how many meetings total)?

Notice the surroundings:

- ☐ Would there be shade or full sun during any outdoor events throughout the day?
- ☐ Would there be anything you would need to prepare for such as strong wind, rain, or noise?
- ☐ Does the season of the wedding affect the venue's capabilities?
- ☐ What kinds of restrictions do you have?
- ☐ Alcohol restrictions or permits?
- ☐ Décor restrictions? (e.g. glitter, bubbles, sparklers/fireworks, candles, confetti, etc.)
- ☐ Vendor restrictions? (e.g. drop-off and pick-up times)  
Noise restrictions? If so, after what time?
- ☐ Voltage for running power and where the outlets are located?

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☐ Do you require that we use any of your preferred vendors? If so, for which services?

☐ Catering

☐ DJ/MC

☐ Floral design

☐ Portable toilets/toilet trailers

☐ What are your financial policies?

- Deposit:

- Cancellation:

- Refund:

- Insurance:

- Permits:

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The First 6 Steps to Plan Your Wedding

6 Things We will Never do as Your Wedding Planner...

What Sets Water to Wine Events Apart from Other Planners

The Difference Between a Venue vs Wedding Coordinator

The Difference Between a Venue vs Wedding Coordinator

Schedule a  
Consultation

ADDITIONAL RESOURCES

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