

WILLOW & OAK

H O W T O
C H O O S E
Y O U R
W E D D I N G
V E N U E

PLANNING
RESOURCE

CONGRATULATIONS!

You've officially said yes, and you're about to embark on one of the most thrilling seasons life has to offer. You're probably feeling overjoyed, overstimulated, and a little overwhelmed. If you're anything like us, you've probably followed dozens of wedding accounts for inspiration, daydreamed about the wedding fashion, started researching honeymoon locations and bought yourself 8 issues of the inimitable Flutter magazine. As exciting as it is to hit the ground running and get a head start on all things wedding planning, a solid strategy goes a *long* way.

We've seen time and time again couples booking vendors in no particular order, without asking the right questions. The most common (and often most detrimental) mistake we see couples make however, is moving forward with a venue without doing the research. Not only can an impulsive decisions result in tens of thousands of dollars in hidden venue fees, production equipment necessities, transportation challenges, vendor travel fees, etc... it can ultimately cost you a stress-free planning experience. Many venues may seem to "have it all" on the surface, but lack the infrastructure or well-rounded benefits to make them worth it in the end.

It's our goal as seasoned planners to help you avoid the logistical nightmares, compromised wedding aesthetic and not-so-obvious cost implications that often plague couples as they make this key decision in the planning process. Use the following worksheet to explore each venue on your wish list as you track + compare logistics, ask the right questions during your in-person site visit (a *must* before you sign the dotted line if you can swing it!) and ultimately secure a venue that offers the most balanced experience considering everything from location to flexibility to value.

We wish you the best of luck on your Venue Scouting journey!

Warmly,
Haley, Alexis and Ben

VENUE NAME:

ADDRESS:

PHONE:

EMAIL:

WEBSITE:

POINT OF CONTACT:

SITE VISIT APPOINTMENT:

THE BASICS

TYPE:

STYLE:

VIEWS:

CAPACITIES

SEATED:

BUFFET:

STANDING:

THE LOGISTICS

Price Range:

Insurance Requirements:

Hours included in rental:

Curfew:

Venue Spaces:

Catering Restrictions: :

Alcohol Licenses + Restrictions:

Music + Noise Restrictions:

Smoking Policy:

Accommodations:

Pet Friendly:

Kid Friendly:

Handicap Accessible:

of Restrooms:

Wifi Access:

Elevators:

Parking Info (and fees if applicable):

Rental Inventory Available:

Number of Outlets/Voltage Capacities:

Distance from Loading Dock to Space:

Door measurements:

Walking/Driving distance from the ceremony:

QUESTIONS TO ASK

1. What is the availability surrounding our preferred dates?
2. What are the rates for different days of the week?
3. How do your rates differ by season?
4. How many hours are included in the rental, including setup + breakdown time?
5. How many events do you typically host in one day/weekend?
6. How do you structure the payment schedule?
7. Are there any fees we should be aware of that are not included in the main venue fee (service charges, cleaning, corkage, additional hours etc)?
8. Is catering required through the venue? If so, do you have a food and beverage minimum? What happens if we don't meet it?
9. Can we bring outside liquor in or are we required to purchase through you?
10. What equipment does your venue provide for entertainment + dining?
11. Is there a designated room for nursing mothers?
12. What does parking look like for my guests? Will they be charged?
13. What's your policy on sparklers, candles, hanging lights/decor, etc?
14. Will your staff help set up + break down the décor? In what capacity?
15. Can you please provide me with diagrams of the space with dimensions, as well as floorplans from past events?
16. What are the rain backup options?
17. Will we need to bring in portable restrooms or other equipment like a satellite kitchen for the Catering team, generators, etc?
18. Do you require us to use specific vendors?

KEY TAKEAWAYS

How did I feel when I entered the space for the first time?

Is the space harmonious with my wedding design style + mood (light fixtures, carpet pattern, wall colors, drapery, trim, etc)?

What are the standout perks? And what features do I love the most?

ON A SCALE OF 1 TO 10, RATE EACH ASPECT OF THIS VENUE BELOW:

LOCATION

Distance from ceremony site and/or the part of town most guests will be staying

1 2 3 4 5 6 7 8 9 10

VALUE

Offers exceptional value for what is included in the rental

1 2 3 4 5 6 7 8 9 10

AESTHETIC

The venue decor and style already complements your wedding style

1 2 3 4 5 6 7 8 9 10

FLEXIBILITY

Freedom with decor capabilities, vendor selection, rental inventory and staff assistance during the event

1 2 3 4 5 6 7 8 9 10

ON A SCALE OF 1 TO 10, RATE EACH ASPECT OF THIS VENUE BELOW:

PROFESSIONALISM

Fosters a relationship that advocates for their clients and anticipates their needs

1 2 3 4 5 6 7 8 9 10

CLEANLINESS

Extraordinary attention to detail in the upkeep of the property

1 2 3 4 5 6 7 8 9 10

AMENITIES

Curated features that will enhance the guest experience to its highest level

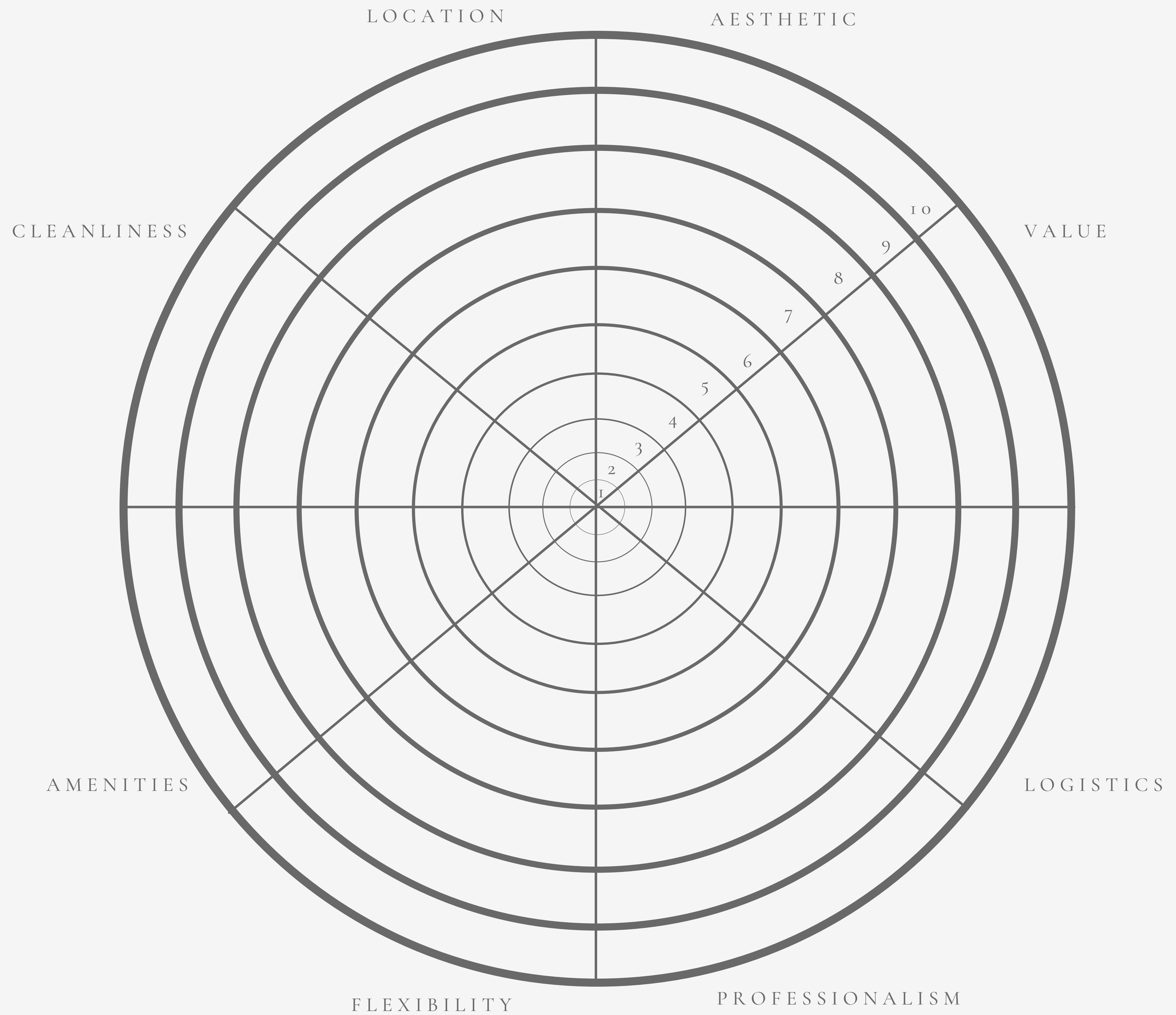
1 2 3 4 5 6 7 8 9 10

LOGISTICAL CAPABILITIES

Ease of loading, rigging, voltage capacity and parking

1 2 3 4 5 6 7 8 9 10

Fill in the pie chart according to how you scored the venue in each category. Your goal is to find a venue that has balance across the board, setting you up with a solid foundation for the entire wedding planning experience!



FIN.

For more details on our planning & design process, request a brochure here!
We'd love to hear more about your unique love story and wedding vision.