

Wedding Venue Visit Checklist

A venue visit is your chance to picture the day and find out how the space will work in practice. Take this checklist with you, write down the answers, and ask for important details to be confirmed in writing before you book.

Before your visit

- ○ Confirm the date or dates you're considering.
- ○ Have an approximate guest number, including any children.
- ○ Agree on your budget range and main priorities.
- ○ Prepare a list of questions that matter most to you.
- ○ Ask whether you may take photos or video during the visit.
- ○ Find out whether the person showing you around can discuss pricing and booking terms.

The venue and its spaces

- ○ Does the venue suit the style and atmosphere you want?
- ○ Is the space the right size for your guest numbers?
- ○ Are the ceremony, drinks reception, meal, and evening celebration spaces suitable?
- ○ Is there a private space for getting ready or taking a quiet moment?
- ○ Can the venue accommodate your preferred layout and any special requests?
- ○ Will any other events be taking place at the venue on the same day?
- ○ Are there restrictions on decorations, candles, confetti, or entertainment?
- ○ Is there a suitable indoor alternative if you're planning an outdoor ceremony or reception?

What's included

- Which rooms and spaces are included in the hire?
- What furniture, tableware, linen, and equipment are provided?
- Is setup and clearing included, and who is responsible?
- Are staff, catering, drinks, and service included in the price?
- Is there a sound system, microphone, or lighting equipment available?
- Are there any additional charges for setup, late finishes, or extra services?
- Can you bring in your own suppliers? Are there preferred or required suppliers?

Practical details and guest comfort

- Is there enough parking, and are there transport links nearby?
- Are directions and arrival arrangements easy to share with guests?
- Is the venue accessible for guests with mobility needs?
- Are accessible toilets available?
- Are there suitable facilities for babies or young children, if needed?
- Is there accommodation at the venue or nearby?
- How are heating, cooling, and ventilation managed?
- What arrangements are available for guests with dietary requirements?

Timings and coordination

- When can you access the venue to decorate or deliver items?
- What time must the event finish?
- Are there limits on music volume or entertainment timings?
- Who will be your main contact before and on the wedding day?
- Will a venue coordinator be present on the day, and what do they oversee?
- When do you need to provide final guest numbers, menu choices, and other details?
- What happens if your schedule changes?

Costs and booking terms

- [ ] What is the full venue cost, and what does it include?
- [ ] Are there minimum guest numbers or minimum spend requirements?
- [ ] What deposit is required, and when are further payments due?
- [ ] Are there any additional charges, such as staffing, cleaning, or overtime?
- [ ] What are the cancellation and date-change terms?
- [ ] When is the final balance due?
- [ ] How long is the quoted price valid?
- [ ] Can you take the contract away to review before signing?

After the visit

- [ ] Write down your first impressions while they're fresh.
- [ ] Compare the venue against your priorities, budget, and guest numbers.
- [ ] List any unanswered questions and follow up with the venue.
- [ ] Ask for quotes, inclusions, and any agreed details in writing.
- [ ] Review the contract and payment terms before paying a deposit.

Venue Notes

Venue Name: _____

Contact: _____

Date Visited: _____

Estimated Total Cost: _____

See next page for general note taking.

What we loved:

Questions to follow up:

Our decision:

- Shortlist
- Follow up
- Not for us

VIEW OUR WEBSITE