

# Venue Checklist

By Jake R Brady

- Choosing the Venue
  - Does the venue suit your theme?
  - Is it big enough to accommodate all your guests?
  - Do they have equipment you can use?
  - Are the tables/chairs/linens appropriate?
  - Do they have in-house catering?
  - Is there a safe place for guests to store coats and personal belongings?
  - How many restrooms are available for guests?
  - Does the venue have a public address system available for speeches?
  - Is there on-site accommodation?
  - Are there adequate parking facilities?
  - Do they have a license to consume alcohol?
  - Does the facility have the proper licenses and insurance?
  - How far in advance are bookings required?
  - What is the cancellation/postponement policy?
- Visiting the Venue
  - Visit your venue at the time of day your reception will take place.
  - Meet the manager beforehand to go over details.
  - Enquire about staff.
  - Enquire about the security.
  - Confirm dates, times and details with a written contract.