Venue Checklist

Created: 1/2/2012

# Tasks:

☐ **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.**