

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.