



Reception Venue Checklist

Congratulations on your engagement!

Here's a handy checklist to help you plan your big day.

Don't forget, you can find everything you need on My Wedding Guide!

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Wedding Reception Venue Checklist

Depending on where you have your wedding and the type of wedding, not everything here will apply but it can be used as a good reminder of some of the things you might like to ask. We hope you find it useful! If you have any suggestions for things to add or other improvements, please feel free to let us know.

Ask about the size of the facility

- Can the facility comfortably accommodate the size wedding and number of guests you are planning?
- Does it have handicap access?
- Does it have air conditioning?
- Can you have your ceremony in the venue if need be?
- What is the cost of setting up the ceremony seating?

Ask about your date

- Is it available?
- Ask if there are any other events or weddings booked for that day.
- Ask about the number of hours

Most receptions last between 5-7 hours

- Ask how many hours you will have for your reception.
- Ask about the decor of the facility

Go and see the venue

- Can you make any changes?
- Make sure that if there are certain decorations that you see now and like, that they will still be available on your wedding date.

Ask about the cost

- How much is the total rental fee?
- And specifically, what does the price include?
- Ask about the deposit, how much and when is the balance due?
- Ask if they have any "wedding packages". Sometimes facilities will offer a wedding package including food, flowers, wedding cake and even a limo. Although you limit some of your choices, it can save you time and money!

Ask about the food

- If the facility is a hotel or restaurant and will provide the food for the wedding, make sure that you've had an opportunity to sample the food and talk about menu choices.
- Ask about alcohol and bar service
- Do they supply the bartenders or do you hire them?
- Does the facility provide the alcohol and bar service or do you bring your own alcohol?
- Are there any restrictions about the type or quantity of alcohol to be served?
- Do they require a cash bar or is an open bar an option?

Ask about entertainment

- Make sure the dance floor is big enough to accommodate your guests.
- Ask the facility manager to show you where the band or DJ would set up.

Ask about parking

- Is it readily available?
- Do you need to hire a parking attendant or valet?
- Are there any other events on the same day.

Ask about overnight accommodations

- Ask if the facility has overnight accommodations for your out-of-town guests.
- If it is a hotel, can you reserve a block of rooms at a discount?

Ask about a wedding coordinator

- Many facilities will have a Wedding Day Coordinator on staff and at no extra charge. The role of the Wedding Day Coordinator is to make sure that everything runs smoothly for your wedding day!