

Wedding Venue Questionnaire

Name of Venue: _____

Phone no: _____

Contact name: _____

When you first call:

What dates do they have available? Best to ask this first since they get booked up very quickly!

What are the prices for hire of the venue?

What are the menu options and prices?

Were they friendly on the phone? (rule out any venues who sound surly or disinterested on the phone since they were not likely to be helpful on the day!).

On first arriving at the venue:

First impressions on arrival (score this 1-10 if you like).

First impressions of staff/wedding coordinator do they seem friendly and genuinely interested in you?

The ceremony:

How many people can be accommodated seated and standing?

What are the costs for hire and what does that include?

Ask if they have photographs of set ups from previous weddings? (any notes on these here)

Are there different options for layout of chairs etc.

Do they provide flowers and decorations?

If not can you provide your own?

Do they recommend a florist?

(If ceremony same as reception venue) Can the flowers be moved to the reception after the ceremony?

How wide is the aisle (strange one this but may be helpful when choosing your dress so you can fit down it on the day!).

What are the arrangements for music e.g. choir, cd player, etc.

Can you choose your own music?

Where are the entrances and exits for you and your guests?

Where are the photo opportunities?

Parking arrangements, where will you two park, where will your guests park?

Facilities available – toilets, tea and coffee or drinks on arrival? Can you bring your own?

Access for elderly guests. Is there comfortable seating and easy access from the car park.

Confetti allowed? If paper confetti is not allowed then you can normally use dried rose petals instead.

If you need transport to the reception:

Do they have a wedding car, can they recommend a supplier?

Do they have a helicopter pad/field? (to take advantage of our flights!).

Take time to walk around and look at the place from all angles, take pictures if possible to take away with you and discuss together after the visit. Ask yourself is the atmosphere what you want, do you feel comfortable and relaxed here?

Space for other notes/impressions etc.

The reception:

First impressions of reception room/location

Seating capacity for eating? Buffet style, full service?

Seating/standing capacity for evening reception?

Costs for venue hire, what does that include?

Catering options? Onsite caterers, chose from approved list, hire in anyone, do your own? Get menus and price lists.

Drinks options? Bar provided with staff? Bring you own possible, if so how much is corkage?

Is there any minimum number or minimum charge for the venue and catering.

Ask if they have any pictures of the room decorated for a wedding? (list any comments here)

Music, can you have a DJ if so do they recommend one or have one on site or can you chose anyone? Can you provide your own music?

Can you have a live band/entertainer? Do they recommend anyone?

Is there provision for a dancefloor?

Decorations – are these provided in with the cost? Do you have to use their florist?
Can you provide your own or use your chosen florist.

Are candles permitted in the reception area? Are they allowed in the grounds?

Will the venue be exclusively yours for the day?

What staff will be there to help you and what will they be responsible for?

Location in relation to the ceremony. Will it be easy for your guests to find and close enough?

If some of your guests are coming to the ceremony but not the wedding breakfast, are there things for them to do until the evening e.g. local pubs etc? (check they are open all day!).

Parking arrangements?

Accommodation for your guests? Is there accommodation at the venue? What are the costs?

Is there accommodation nearby, do they have a recommended hotel list, are there options for all budgets?

Arrangements for elderly guests – comfortable seating, easy access?

Wedding Supplies and Gifts for all Occasions

Tea and coffee available as well as a bar? (good for elder relatives as well)

What are the options if it rains? Is too hot? Snow/hail, thunder (hopefully not!)

Alternative entertainment? Do they recommend any entertainers or equipment to hire e.g. garden games, casino equipment etc.

Facilities: Where are the toilets, are they clean, are there enough for all your guests?

Facilities for children. Is there are quiet area for young children (perhaps some will need a sleep in the afternoon), is the venue suitable for children? Are there any areas they would not be allowed e.g. bar etc.?

Do they have any suggestions or stories about previous weddings which may give you some good ideas for yours?

Approximate total cost?

Overall impression of reception venue?

Additional space for notes
