

WEDDING VENUE CHECKLIST

VENUE: _____

CAPACITY: _____

FEATURES

- Bridal Suite
- Groom Suite
- Outdoor Ceremony Space
- Indoor Ceremony Space
- Outdoor Reception Space
- Indoor Reception Space
- Kitchen for Caterers
- Bar (No.____)
- Separate Space for Cocktail Hour

Notes:

PROVIDED ITEMS

- Round Tables (No.____)
- Rectangle Tables (No.____)
- Chairs (No.____)
- Miscellaneous Decorative Items:
 - o _____
 - o _____
 - o _____
 - o _____
 - o _____

Notes:

VENDORS

- Select ONLY from Approved Alcohol Vendor
- Open to Any Alcohol Vendor
- Select ONLY from Approved Caterers
- Open to Any Caterers

Notes:

MISCELLANEOUS
