

Free Wedding Venue Checklist

Bring this checklist to every venue tour. Check each item before paying a deposit.

- 1. Total venue cost including all required fees
- 2. Payment schedule and non-refundable amounts
- 3. Food & beverage minimum
- 4. Service charges and taxes
- 5. Included rentals
- 6. Hidden fees
- 7. Overtime policy
- 8. Alcohol policy
- 9. Tips/gratuities
- 10. Guest count changes
- 11. Hours and access
- 12. Exclusive use
- 13. Noise curfew
- 14. Rain plan
- 15. Rehearsal
- 16. Vendor access
- 17. Vendor policy
- 18. Insurance
- 19. Decor restrictions
- 20. Photography/drone rules
- 21. Planner/coordinator policy
- 22. Guest flow
- 23. Real guest capacity
- 24. Bathrooms
- 25. Parking
- 26. Accessibility
- 27. Heating/cooling
- 28. Setup & cleanup
- 29. Required staffing
- 30. Cancellation/rescheduling policy