

Wedding Venue Checklist

We at Downing-Gross Cultural Arts Center recommend that you start your planning with your venue and here's why: In most areas, venues start to book up quickly. We've put together an ultimate guide to finding your wedding venue including what questions to ask when making your selection.

The Basics

- Is the date we're considering available? If not, what other dates are available?
- How far in advance can I reserve my date? Do you have a wait list?
- Do you have discounted rates?
- Is the venue large enough for our guest count?
- Are there spaces for the ceremony and reception?

Pricing

- How much is the deposit to reserve our date? Is it refundable?
- What is the payment schedule? Are there any late fees? Can we pay it all up-front?
- Does the total payment include sales tax, service charge, gratuity, and cleaning fees? If not what are the extra costs we should plan for?
- What is the cancellation policy?

Amenities

- Are there dressing rooms onsite or will you have to reserve another location for that?
- Are there any on-site hotels for us or our guests?
- Is there a dance floor and how big is it?

Vendors

- Who will my main point of contact be and who will be on-site that day?
- Are there any preferred vendors available to us?
- Can I hire my own vendors? If so, are there any fees involved to use outside vendors?
- Does the venue come with any rentals (i.e. tables, chairs, linens, glassware, etc.)?
- What time can vendors or guests start to arrive for set-up on wedding day?

- Will our vendors be responsible for breaking down the décor or do you have staff available for that? If our vendors are responsible for break down, what time do they have to be out by?

Food & Beverage

- Do you have in-house catering? If so, is it included in the rental fee?
- Can I hire my own caterer?
- Is there a kitchen available?
- What is the alcohol policy? Is alcohol allowed to be served?
- Can we bring our own alcohol? If so, are there service fees?

Policies & Logistics

- What security services are required by the venue? Do we have to provide our own security, how many security officers will be provided per guest?
- We want our dog to attend our wedding, are pets allowed?
- Is your venue handicap accessible?
- Are children allowed at the venue?
- What are the parking options available? How many bathrooms do you have?

Other Considerations

- Is there AC equipment on-site for a DJ or live band to plug into?
- What are the lighting options for the room?
- Are open-flame candles/sparklers/confetti, etc. allowed?