



W Y U N A

VENUE SELECTION CHECKLIST

The purpose of this checklist is to help you select a venue suitable for your big day

We suggest you score each of your top THREE short listed venues a mark out of ten where 0 is 'no' / very poor and 10 is 'yes' / very good

#	Question	Venue 1	Venue 2	Venue 3
Physical Venue				
1	Does having a ceremony onsite cost extra?			
2	Are there back up ceremony options indoors if the weather is poor?			
3	Are photography opportunities in the gardens extensive and varied?			
4	Is there an acceptable indoor photography fallback?			
5	Is there adequate car parking?			
6	Is the venue easily accessible off main roads?			
7	Is the venue well maintained?			
8	Are the chefs employed by the business or are they external caterers?			
Reception Room				
9	Is a range of table centerpieces included?			
10	Is the bar easily accessible by your guests?			
11	Is the room wheelchair accessible?			
12	Is the floorplan layout flexible?			
13	Is the décor your preferred style?			
14	Is the room the right size for your number of guests (ie. not too big or too small)?			
15	Is the dancefloor big enough?			
16	Is there space for any extras you may have (eg. present table, photo booth, etc.)?			
17	Will yours be the only wedding underway when you are there?			
Package details				
18	Does the venue charge for cutting up your cake?			
19	Do they include a Master of Ceremonies?			
20	Is the reception time allowed sufficient?			
21	Is there an extra charge for spirits to be available for purchase from the bar?			
22	Is the price all inclusive of beverages?			
23	Is the minimum amount you must pay in your budget?			
24	Are children and working guest (eg. photographer) meals reasonably priced?			
25	Is there a broad range of different packages and menus available?			
Your 'gut' feeling				
26	Did staff at the venue make you feel confident you could trust them to host your big day?			

SCORES			
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