

# My Wedding Venue Research



DATE: \_\_\_\_\_

TOUR OF  
**VENUE**

Business Name \_\_\_\_\_

Deposit Amount? \_\_\_\_\_

 Available for My Wedding Date?  Yes  No

Other dates available: \_\_\_\_\_

*quick notes*

What did you like about this vendor? \_\_\_\_\_

How many guests can you accommodate? (Max capacity) Circle one.

10-75      75-150      150-225      225-300      Other \_\_\_\_\_

On a scale of 1 to 10, how well does the venue fit into the vision for your wedding and meet your needs? (1 being not well at all, and 10 being absolutely amazing.)

1      2      3      4      5      6      7      8      9      10

More notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOUR OF  
**VENUE**

Is a wedding planner or coordinator required?

Yes  No

*Other notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a getting ready room for both my partner and I?

Yes  No

*Other notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your alcohol policies, can we provide our own alcohol?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much is the deposit to reserve my date?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your cancellation or rescheduling policy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOUR OF  
**VENUE**

Do I need Wedding Insurance?

Yes  No

*Other notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a required vendor list?

Yes  No

*Other notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many hours are included in the rental?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What time do we have access to the venue to start set up?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the back up plan for bad weather?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOUR OF  
**VENUE**

Do you have recommended (or required) setup instructions for the ceremony and reception?

Yes     No

*Other notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What does the venue rental fee include? (tables, chairs, linens? etc.)

<input type="checkbox"/> Tables	<input type="checkbox"/> Glassware	<input type="checkbox"/> Other _____
<input type="checkbox"/> Chairs	<input type="checkbox"/> Stemware	<input type="checkbox"/> Other _____
<input type="checkbox"/> Linens	<input type="checkbox"/> Serving platters	<input type="checkbox"/> Other _____

What is NOT included with the venue rental? What outside vendors will you need to hire?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the venue have a sound system or does your DJ/Live Band need to provide one?

Sound system included     DJ/Band must provide

Will you help move tables/chairs if we need to reset before the reception or do I need to hire someone for that?

Included     Needs to be hired out

*Other notes:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOUR OF  
**VENUE**

*Pros* OF CHOOSING THIS VENUE

*Cons* OF CHOOSING THIS VENUE

*Final thoughts*

# BIANCA NICHOLE <sup>+</sup>co.

Bianca Nichole and Co is a team of wedding planners based in Austin, Texas and North Carolina. We travel to the surrounding areas, including South Carolina, as well as for destination weddings!

We serve couples who are madly in love, but also madly dedicated to their work, school, friends, and don't really have time to plan their wedding.

Marriage is a sacred once in a lifetime event so you deserve an epic once in a lifetime party! While we value tradition, we love to work with couples who aren't afraid to do things outside the norm.

