

Venue Tour Checklist

Venue Name: _____

Number of Hours: _____ to _____ Vendors Out By: _____

Available Dates: _____

Parking: FREE | PAID Location/# of spaces: _____

Open Vendor Policy: YES | NO Required Vendors: YES | NO

CEREMONY, IF APPLICABLE

Outdoor Ceremony Space: YES | NO Outdoor Chairs: YES | NO

Client or Venue Sets Up? _____

Arch Options: YES | NO Outdoor Sound System: YES | NO

Outdoor Power: YES | NO

INDOOR/RECEPTION

Table & chairs provided:

_____ 48" Round Tables _____ 60" Round Tables _____ 30" Round Tables
(Bistro/Bar Height)
_____ 30" Round Tables _____ 6' Rectangle Tables _____ 8' Rectangle Tables
(Short Bistro/Table Height)

of Chairs: _____ Chair Type: _____

Does venue or client set up tables and chairs? YES | NO Lighting Dimmable? YES | NO

Does venue or client take down tables and chairs? YES | NO

Purchase and bring in your own alcohol? YES | NO Decor restrictions? YES | NO

Licensed bartender required? YES | NO Private event insurance required? YES | NO

Total Cost: _____

Required Additional Costs (table and chair rental, insurance, security, valet, etc.):

Deposit required: _____

