



# 25 Question Wedding Checklist

## DATES:

- Are your dates available?
- Is the venue exclusive hire?

## NOTES:

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## LOGISTICS:

- What's the maximum capacity for the wedding breakfast?
- What's the maximum capacity for the evening?
- Are you able to accommodate both the ceremony and reception?
- Do you have a specific in-house wedding coordinator, available to contact? If so, will they be available on the day?
- Is there sufficient car parking?
- Is there an area to store wedding gifts?
- Are there any hotels nearby?
- Do you offer accommodation options?
- How early can we get into the venue to set up?

## NOTES:

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## VENUE DRESSING:

- Are there any specific guidelines regarding décor?
- Do you organise seating arrangements or do we?
- Do you have preferred suppliers?

## NOTES:

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## FOOD & ENTERTAINMENT:

- Do you have in-house catering? Or should we look to hire externally?
- Can you cater for all dietary needs?
- Are we able to bring in our own alcohol? If so, what are the corkage fees?
- Is there the option of a pre-paid bar?
- Do you accommodate for our preferred entertainment? Fireworks, DJ, dancers etc.

## NOTES:

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## PRICES:

- Does the price differ depending on the time of year or day of the week?
- Are there any extra fees we should know about?
- For exclusive use, do we pay extra?
- Does it cost extra to book a menu tasting before the wedding?
- When is the full balance due?
- Is the deposit refundable in case of cancellation?

## NOTES:

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