

Reception Location Questionnaire Worksheet

To keep track of potential locations for your wedding reception, print out the blank worksheet shown below, and use it when investigation a new venue.

Location _____

Address _____

City _____

Phone _____ Email or URL _____

Coordinator _____

Date/Time of Viewing _____

Directions _____

Distance from Wedding Site _____

How did you learn of this location _____

Total Price Quoted _____ Room to negotiate? _____

Amount of down payment required _____ Due by _____

Room size _____ **Room capacity** _____

Number of tables/chairs _____ Wedding party table size _____

Size of dance floor _____

Cancellation policy _____

Facility Details

Total Hours Rented _____ From _____ am/pm To _____ am/pm

Are there charges if reception goes over assigned time? _____

Given the time frame of your reception at this location, where, and at what time would you have each of the following:

Cocktail Period (time when guests arrive and wedding party poses for photographs)

–

Receiving Line (guests enter reception hall as they're greeted by wedding party)

–

Entrance of the wedding party (party takes seats after they're introduced by the DJ)

Father-of-the-bride, Mother-of-the-groom, bride and groom's first dance

–

Toasts/Dinner

–

Cake Cutting/Dessert

–

Dancing

–

Garter/Bouquet Toss

–

Bon Voyage to Bride and Groom (if leaving early)

—

Are decorations included? Y/N

If not, can you decorate? Y/N If so, what is the allowed time? _____

Is there a lobby or facility to accommodate those who arrive early? Y/N

Adequate parking? Y/N

Adequate restrooms? Y/N

Will location accommodate those with special needs? Y/N

Is there a coat check? Y/N Valet parking? Y/N

Who performs clean-up? _____

Is a deposit required? Y/N Is the deposit refundable? Y/N

Is catering included? Y/N

Must an in-house caterer be used, or can you use another vendor or make your own food? _____

If you plan on making your own food, or hiring an outside vendor, are there kitchen facilities at this location? An ideal kitchen would have a double stove, microwave, large refrigerator, dishes and dishwasher. What facilities does this kitchen have? _____

Are table and chairs provided? Y/N

Are served provided? Y/N Is their gratuity included in the rental? Y/N

Does the location have a fully functional bar? Y/N

Open/cash or optional? _____

If serving alcohol, is the facility insured? Y/N

If the location does not have a bar or servers, is there adequate room for a bar and buffet area, or caterer's station? Y/N

Does the facility have proper electrical outlets to allow for a band or DJ and any amplifiers, instruments and other equipment they might have? Y/N

What do you like about this location? _____

What are the advantages of choosing this location over others? _____

What are the cons choosing this facility? _____

Are there any solutions to those cons?

How would you rate this facility, overall? _____

When to Book the Venue?

When the blessed moment occurs where all planets line up and you're date, wedding and reception choices all work out, don't waste time, book it. If this is

what you want, no doubts, then a delay only leaves to chance that someone else who has also been thinking about that date and place will book it before you do.

Knot For Life Wedding Planning Portal

<http://www.knotforlife.com>