

# VENUE ASSESSMENT

Address \_\_\_\_\_

Date \_\_\_\_\_

☆☆☆☆☆ Location \_\_\_\_\_

- Accessible for guests
- Proximate to hotels and/or transportation options
- Offers preferred indoor/outdoor options

☆☆☆☆☆ Price \_\_\_\_\_

- Alignment with budget
- No hidden costs or fees
- Rental fee includes services I'm looking for

☆☆☆☆☆ Availability \_\_\_\_\_

- Available on my preferred wedding day
- Available for preferred length of time

☆☆☆☆☆ Style \_\_\_\_\_

- Venue aligns with my theme and aesthetic
- Includes the features I'm looking for (like a barn, chapel, garden, view, lake, etc.)

☆☆☆☆☆ Size \_\_\_\_\_

- Venue comfortably accommodates anticipated number of guests
- Separate space for ceremony and reception if desired
- Enough space for dance floors, DJ, bar, etc.

☆☆☆☆☆ Amenities \_\_\_\_\_

- Venue provides preferred services (catering, tables/chairs, bar, etc.)
- Any restrictions on vendors or services you can bring
- Dedicated event coordinator provided by venue if preferred
- Adequate parking available
- Accessible space for all guests