



Reception Venue Checklist

The Basics

Yes No Comment

Minimum number of guests?

Are the prices fixed once I have booked?

Do you only hold one wedding at a time?

What is the length of the reception?

What time do you close?

Food and Beverage

How much per person?

Do you have buffet and set menus?

Is the food prepared fresh on site?

Can we do a food and wine tasting?

Can I change the wines around from different packages?

Can I have a bar account instead of the beverage package?

Can I change the menus slightly?

Can you cater for people with special dietary needs?

Do you have a children's menu?

Decorations

How much are chair covers and sashes?

What colour sashes do you have?

How much is the room hire and what is included in it?

Is the dance floor a good size?

Where do you hold the wedding ceremony?

Is there a wet weather plan if it rains?

Are there any photo opportunities close by?

Do you have centrepieces for hire and how much are they?

Can I bring my own centrepieces?

Additional Services

Do you recommend a DJ or band

Who will be running my reception and can I meet with them?

Is an MC included?

Is there a lift and a disabled toilet?

Are there facilities to do a slide show?

Is there a kids room and what hours is it open?

What if...?

I have less than the minimum number of guests required?

Is there a backup generator?

Who ensures that everything runs to plan and nothing is forgotten?

