



Ivory Belle Events

WEDDING VENUE Checklist

1. GENERAL INFORMATION

- ☐ Location: Is it easy for guests to access?
- ☐ Availability: Is your data available?
- ☐ Capacity: How many guest can the venue COMFORTABLY accommodate



2. POLICIES AND RESTRICTIONS

- ☐ Outside Vendors: Can you bring your own? Are there preferred vendors?
- ☐ Noise/Curfew: What are the noise restrictions or event end times

3. COST AND CONTRACTS

- ☐ Rental Fee: Whats included in the price? (hours, spaces, etc.)
- ☐ Deposits/Payments: How much up front, when are balances due?
- ☐ Cancellation: What happens if you need to reschedule?

4. INCLUDED AMENITIES

- ☐ Catering/Kitchen: Full service kitchen, warming kitchen, or none?
 - ☐ Tables, Chairs, Linens: Are they provided? What style/quality?
 - ☐ Staff: Are waitstaff or hosts included?
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5. CERMONY AND RECEPTION

- ☐ Space Options: Indoor/Outdoor is there backup for weather?
- ☐ Lighting: Natural light, chandeliers, dimmers?
- ☐ Set up: Who sets up and breaks down?



6. TECHNOLOGY AND AV

- ☐ Sound System: Microphones, speakers, DJ setup areas?
- ☐ Projectors/Screens: Available for slideshows/videos?

7. LOGISTICS AND GUEST EXPERIENCE

- ☐ Parking/Transportation: Onsite parking, valet parking?
- ☐ Nearby Hotel: For out-of-town guests? Do they have any partnership discounts?
- ☐ Accessibility: Is the venue ADA compliant?

8. STYLE AND DECOR

- ☐ Restrictions: Can you use candles, confetti, sparklers, fake flowers?
 - ☐ Decor Included: Arches, backdrops, draping, signage?
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9. VENDOR COORDINATION

- ☐ Rehearsals: Can you rehearse onsite before the event?
- ☐ Insurance: Does the venue require vendors to show proof of insurance?

10. EXTRA THINGS TO ASK

- ☐ Pet Policy: Are animals allowed for ceremony or reception?
- ☐ Wedding Suites: Do they have bridal and groom rooms?
- ☐ Heaters/Firepits: Available for outdoor events?

