

# *Event-full Elements*

## Ceremony Venue Checklist

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Check date and time availability
- How many guests can the location accommodate?
- Is an officiant available
- What is the Cost?
- What type of ceremony will it be?
- How long will the ceremony be?
- Will there be special readings or passages?
- Can you customize and select the readings or passages?
- Can you select readers for the ceremony?
- Can you write your own vows?
- Are there any restrictions for the vows?
- Do the vows need to be approved?
- Are there any pre- wedding classes or counseling that needs to be completed?
- Are there any music restrictions?
- Is there a sound system available?
- Is there a tech available to run the sound system?
- What is the cost?
- Are there any photography restrictions?
- Are there any videography restrictions?
- Are candle lighting ceremonies allowed (eg: unity candle)
- Are there any housekeeping restrictions? (eg: rice or confetti, flower petals, bubbles?)
- Are there any restrictions for floral arrangements or other decor?
- When can we schedule the rehearsal?
- How many parking spaces are available?
- Is there handicap accessibility?
- What is there ceremony site fee?
- What is the payment policy?
- What is the cancellation policy?
- In the event of cancellation, is the deposit refundable?