

AI INTERNATIONAL'S WEDDING VENUE QUESTION CHECKLIST

VENUE PRICING AND DATES

- ☐ Am I receiving the current years' pricing, since they tend to fluctuate year-to-year?
- ☐ Is there a deposit required when signing the contract?
- ☐ Is there a difference in price between having my wedding on a Friday, Saturday or Sunday?
- ☐ What dates are available?

CATERING QUESTIONS

- ☐ What are the menu options? Are there any additional costs with the menu, such as combination fees?
- ☐ Is there an outside catering fee per person and/or a fee for set up?
- ☐ What are the beverage packages and options?
- ☐ Is the wedding cake included? If not, is there a cake cutting fee?
- ☐ Are vendor meals included? If so, what is the pricing?

INCLUDED RENTALS

- ☐ Are linens included? If so, what color, size and floor-length options are available?
- ☐ What are the type of tables and chairs included?
- ☐ Is the stage or riser included?
- ☐ Are there audio/visual services?
- ☐ What is the color and size of the dance floor?
- ☐ Will you need to rent a "spider box" for your DJ?
- ☐ Can they include the power drop?

PARKING PRICING

- ☐ Is there self parking? If so, how much is it?
- ☐ Is there valet hosted or non-hosted? If not, what is the price?
- ☐ What are the validation options?

VENDOR QUESTIONS

- ☐ Am I required to use the venue's preferred vendors?
- ☐ Does the venue require event insurance? if so, how much coverage is needed? (Typically \$2,000,000)

HOTEL ACCOMODATIONS

- ☐ Is a vendor room included for the day-of?
- ☐ Are discounted room rates available for my wedding guests?
- ☐ Is there a 2-night suite included for the bride and groom for the night before and the night of the wedding?

DECOR QUESTIONS

- ☐ Does the venue include vases, candles, and/or chairs within the package?
- ☐ Does the venue require a fire permit for candles?
- ☐ Is confetti allowed?
- ☐ Are pyrotechnics allowed?
- ☐ Can the decor be unloaded at the venue?

TIMING

- ☐ What time can my vendors set up and take down?
- ☐ When can the bar be open? What time does it need to be closed?
- ☐ What time can the caterers set up, and what time do they have to clean up?
- ☐ Is there a noise ordinance in which a specific time all music needs to be off?

ACT OF GOD / FORCE MAJEURE CLAUSE

- ☐ What qualifies as an Act of God?
- ☐ What is the venue covering?
- ☐ How much could I potentially lose?

NEED HELP OR HAVE A QUESTION?

Planning a wedding is not easy, especially when it comes to picking and securing a venue. It's one of the biggest decisions you can make in the wedding process, but lucky for you, our guide can help lead the way. Make sure you take it with you, or pull it up on your phone, whenever you visit a venue without a professional event planner.

If you would like me, or someone from my team, to visit the venue with you or answer any questions you may have, please visit us at planningLA.com or email me directly at Reggie@PlanningLA.com