

Questions to ask your Venue Coordinator

General questions

1. Do you have any available dates?
2. What packages and services do you offer?
3. Does the venue provide a venue coordinator?
4. Are there any other functions held on the premises on the same day?
5. Are the premises open to the public during the wedding?
6. What time is the set up team allowed on the premises?

Questions about guests

7. How many guests can be accommodated in both the ceremony and reception areas?
8. By which date do you need to know the final guest count?

Questions about food & drinks

9. Is there a bar available, and will the venue be able to stock it?
10. Does the venue have a liquor license?
11. Is there a corkage fee that will be charged if you bring your own wine?
12. Does the venue provide champagne?
13. If so, what type of champagne will be provided?
14. Does the venue provide in-house catering?
15. Does the venue allow caterers from outside, and what are the terms?
16. What time will the caterers (if provided) be serving the first course?

17. Will waiters and bartenders be provided and for how long?
18. Will welcome drinks and canapés be served?
19. What type of food can be served at the wedding reception, and how will it be served?
20. Will food be available for the bridal room?
21. Can breakfast be served the morning after the wedding, especially if guests and the wedding party stayed over?
22. Will you be able to provide a wedding cake (cake lifter & knife?)?

Questions about the ceremony

23. Is the ceremony area inside or outside?
24. Will a pastor, priest or officiant be provided?
25. Is there an air conditioner or enough ventilation in the church or chapel?
26. What is the length of the aisle?
27. Are candles allowed?
28. Will a registration table be provided?
29. Are rose petals or confetti allowed on the aisle?
30. How far is the ceremony area from the reception area?
31. Are there any restrictions regarding photography or videography in the ceremony area?

Questions about the reception

32. How many hours are included in the package?
33. Is there an option to purchase additional hours and at what cost?

34. Are there any noise restrictions?
35. What time should the wedding guests and couple vacate the wedding venue?
36. Will the venue be able to provide extra tables for the gifts and the cake, or for suppliers to use?
37. Are tables and chairs provided, as well as extra chairs for suppliers?
38. What type of chairs and tables is provided?
39. How many guests can be seated at a table (maximum)?
40. Are chair covers provided if necessary?
41. Will cutlery and crockery be provided?
42. Are table cloths and table runners/overlays provided if needed?
43. Do they provide serviettes if it is needed?
44. Is there enough ventilation and air conditioning inside the reception area?
45. Is there an allocated children's area or playground on the premises?
46. Will someone be available to babysit?

Questions about fees and finances

47. What is the pricing on your packages and services?
48. Does the package include the gratuity/tip for staff members?
49. By when do you need the deposit to confirm the booking?
50. What are your payment terms and conditions?
51. Are there any additional charges that I should know about?
52. What is your cancellation policy?

Questions about suppliers

53. Which suppliers will be provided by the venue, and which will be the responsibility of the bride?

Questions about accommodation and rooms

54. Is there a bridal room available in which the bride can get ready, or change into her departure outfit?

55. Is there a groom's suite available?

56. Are there any accommodation on the premises or nearby in which guests or members of the wedding party can stay over?

Questions about sound, audio and lighting

57. Which sound, audio and lighting services can be provided by the venue?

58. Is there a back-up plan for each of these services in case something malfunctions?

Other questions

59. How many restrooms are provided?

60. Is there someone to maintain the restrooms during the wedding?

61. Are there any renovations planned for the venue, before the date of my wedding?

62. Has the venue received any special awards or recommendations and what are they?

63. Has the venue been rated by the Tourism Grading Council of South Africa (TGCSA) – or the Grading Council applicable to your country?

64. Does the venue have permits and insurance?