

# Venue checklist

WHAT TO ASK	
<b>Date</b>	
Is the date available?	
Are there any other parties booked that day? If so, where would they be and will it impact on my event.	
<b>Payment</b>	
What kind of deposits are required?	
Are there hidden costs like a service charge or gratuity?	
What's the cancellation policy?	
What's the last possible date that we can make changes?	
<b>Logistics</b>	
How many people can the room/table/venue accommodate?	
Do you have a private room available?	
Is there room for a band and/or dancing?	
Does the venue own sound equipment and speakers, or will that need to be rented?	
Is there a coat check?	
Does the venue have disabled access?	
Is there ample parking? Will guests be charged for parking?	
Are there any decoration limitations? Can we use candles/electrical equipment? Can we pin things to the wall?	
What time will my guests have to leave the venue?	
Who is responsible for setting up and taking down the decor, and when will it be completed?	
<b>Food and drinks</b>	
Do you have set menus or à la carte options? What's the price of this and is any wine included?	
What is the price of drinks	
When do you need dietary requirements details by?	
When do you need final numbers by?	
Will you allow us to bring our own alcohol?	
If so, is there a corkage fee?	
<b>Staff</b>	
Who will be our contact person before the reunion?	
Who will be our contact person on the day of the reunion?	
Can we meet them in advance?	