



# Site Visit Checklist

CM Events and Design & Love + Leisure Travel Agency

## VIBE AND FEEL

- First impression upon arrival/drive in
- First impression of event space
- First impression of ceremony space
- Overall venue condition and appearance
- Top Venue/Location Options
- How does it fit with your theme/decor/mood
- Capacity of each space (cocktail, ceremony, dancing, reception/dinner)

## PLANNING CONSIDERATIONS

- What dates are available in the month you're considering
- What ceremony locations and times are available
- What does the venue include
- Can you hold a rehearsal and is there a fee
- Is the venue coordinator at the event the entire time (accessible and visible)
- Are there any scheduled renovations or construction
- Is there getting ready space for bride and groom
- Are there any restrictions (vendor, decor/candles, etc)
- How many weddings do you do per day
- Are there any vendor fees/ do you allow outside vendors and if so for what categories
- Is there adequate lighting
- Does the space feel safe
- What resorts are nearby
- Transportation logistics and cost
- Bathroom conditions
- How close is the ceremony space to reception ( if different)
- What spaces are available in case of rain
- What time can set up begin and finish
- What time do receptions have to end
- What time can your vendors begin/arrive and leave
- Can you bring a planner/decorator/vendors
- What decor and rental options are available, see what is in their inventory or catalog





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## FOOD AND BEVERAGE

- Do they offer a tasting of menu and cake
- Is there a fee for tasting
- When is tasting available
- How many people are included in tasting
- Vendor meal options/costs
- Cake options and costs
- What are the menu and bar options and costs
- What menu substitutions are available
- Cost of champagne toasts
- Outside liquor/food
- Special diets/allergy
- Catering menu options
- Plated dinner (what is the maximum number of people)

## OTHER

- DJ/Audio Visual policies and options
- Communication methods and response time
- Can things be hung from ceiling
- Draping options
- Security and storage of items
- Sample layout and floorplans/what can be moved
- Size and inventory of tables and chairs
- Catering options (if applicable)
- Images and video of space

## NOTES