



TOP 10 QUESTIONS TO ASK YOUR VENUE BEFORE SIGNING

There is more to the perfect wedding venue than the aesthetics.
There are all sorts of important details you'll need to cover -
before you sign on the dotted line.

1. What is the capacity of your banquet or outdoor space?

Jilna's Tip: Find out how many guests you can fit with and without a dance floor, with a band vs. DJ (as a band will require more space), and with round vs. rectangular tables. Understanding your choices will allow you to fully utilize the space and help you create your guest list.

2. What are my options for linens and napkins? Do you provide floor-length linens for all tables? What do they look like?

3. At what time can my vendors have access to the space? How much time will my décor company have to set up?

4. Would my décor company have a prep space if needed?

5. Do you have any decorating restrictions? Do you have any candle or sparkler restrictions?

6. What size tables do you carry? Do you have an equipment inventory list that is available for me to use for my events?

7. How much do you charge for power drops?

8. Is there a loading dock? A service elevator? Are there any specific challenges or difficulties vendors tend to incur when loading into the event spaces?

Jilna's Tip: Sometimes the building is old or has tiny elevators, meaning décor companies will need to account for additional labor or taking longer loading in.

9. Do you sell the same spaces for multiple times on the same day?

Jilna's Tip: Ideally, you'll want to be the only event on-site, as having other events happening can result in less set-up time, limited venue access, and confusion for your guests. If you're not guaranteed to be the only event that day, find out how much it would cost to do a complete buyout, and ask how the venue staff handles multiple events at once.

10. What floor plan do you recommend for my guest count?

Jilna's Tip: Floor plans are the foundation of your event. When you see a 5,000 sqft ballroom that is supposed to be able to hold 500 people, it's not considering that you have to add tables, chairs, drop stations, bars, buffets, décor or environment setting pieces ...which means you can't actually fit 500 people in that room.

GET EVERYTHING IN WRITING!!

www.suhaaggarden.com