



Sites & Facilities
 TIME TO CELEBRATE

Your reception will account for the majority of your wedding budget and your planning efforts. Here's how to make the most of both.



The most magnificent receptions are brought to life with creative planning, an organized agenda, and the collaboration of bride, groom, and several key vendors. Set the stage for a successful celebration with a well thought-out "plan-of-action."

Put the event in perspective by drafting a plan-of-action that includes: potential ceremony and reception sites, date and time options, approximate number of guests, style, theme and budget. Keep in mind the greatest factor to affect your budget will be the number of guests invited.

Budget for Ceremony & Reception:	
Dates in Mind or Set Date for Wedding:	
Ceremony & Reception in different or same location:	
Estimated Guest Count:	
Time of Ceremony:	
Time of Reception:	
Indoors or Outdoors (or both):	
Wedding Style (intimate or grand):	
Approx Facilities Budget:	

Once you have a good estimate of your guest list, begin the venue search. Looking for a place to hold both ceremony and reception? Want something charming and intimate? Or prefer a grand estate? There are locations awaiting your every wish. Choosing a venue is very much like going house hunting. Having a list of your top desires will save you time.

THINK OUTSIDE THE SPACE

Your ceremony doesn't have to be cookie cutter. Here are some alternative ideas!



- Public Parks
- Backyards
- Art Museums or Galleries
- Community Centers
- Churches or Temples
- Restaurants
- Downtown Warehouses
- Rooftop Gardens
- City Hall

{ INVESTIGATE THE SPACE }



Certain historic buildings, although there may appear to be a kitchen on the premises, may not be up to present day codes. In this case your catering staff may be required to provide their own cooking equipment. Make sure all of this is spelled out in advance of signing your contract.

With off-site facilities it is strongly recommended and at times required to purchase additional insurance for the day of the reception. These event "umbrella" policies are reasonably priced, and can be obtained through a current homeowner's policy.

Much like an all-inclusive vacation, some venues also package themselves to service the event from a-to-z. With this type of venue you can have your wedding and reception at one location. Many times the ceremony will be held in the venue's outdoor space with the reception inside a ballroom. This option is very convenient for guests, as they do not have to deal with additional directions and addresses.

Now that you know the differences in venues, here is what to look for during your tour. Bring along a camera and, of course, The Pink Book as your guide. If you are working with a wedding consultant, ask them to accompany you as well. Noticing the following details and utilizing a professional will save you from costly mistakes.



Space Allocation

Knowing a few "rule-of-thumb" items regarding space allocation will help you make more accurate decisions.

- The floor space required per person for a cocktail reception is 7 sq. ft.
- The space required per person for dining only is 10 sq. ft.
- For dining with a dance floor, band or DJ the space needed is 15-20 sq. ft.

Once you know the total square footage of your potential reception site, simply multiply the number of guests by these figures to see whether or not the space will accommodate an event of your size.

{ POSSIBLE VENUES }

Site Name:

Site Name:

Phone Numbers:

Phone Numbers:

Site Name:

Site Name:

Phone Numbers:

Phone Numbers:

VENUE NOTES

1 Site Name:

Contact:

Phone #:

Address:

Website & Email:

References:

Facility Fee?

Tables & Chairs or other items included?

Fee for Overtime?

Parking Available? Fee? Valet?

Cancellation Fee?

Outside Catering Allowed?

Site Coordinator?

Site Insured?

Restrictions (Candles, Photography, Music)?

Package Discounts?

Interview Notes:.....

.....

.....

2 Site Name:

Contact:

Phone #:

Address:

Website & Email:

References:

Facility Fee?

Tables & Chairs or other items included?

Fee for Overtime?

Parking Available? Fee? Valet?

Cancellation Fee?

Outside Catering Allowed?

Site Coordinator?

Site Insured?

Restrictions (Candles, Photography, Music)?

Package Discounts?

Interview Notes:.....

.....

.....



VENUE NOTES

3

Site Name:
Contact:
Phone #:
Address:
Website & Email:
References:
Facility Fee?
Tables & Chairs or other items included?
Fee for Overtime?
Parking Available? Fee? Valet?
Cancellation Fee?
Outside Catering Allowed?
Site Coordinator?
Site Insured?
Restrictions (Candles, Photography, Music)?
Package Discounts?
Interview Notes:.....

4

Site Name:
Contact:
Phone #:
Address:
Website & Email:
References:
Facility Fee?
Tables & Chairs or other items included?
Fee for Overtime?
Parking Available? Fee? Valet?
Cancellation Fee?
Outside Catering Allowed?
Site Coordinator?
Site Insured?
Restrictions (Candles, Photography, Music)?
Package Discounts?
Interview Notes:.....

