

SouthBound Bride

Planning Worksheet: Venue

Step 1: First Decisions

Sit down as a couple and discuss the following questions before researching and contacting venues.

What sort of wedding do you envision? (City, country, farm, winelands, beach, etc.)	
Which area would you like to get married in?	
What sort of ceremony would you like? (Indoor vs. outdoor, church vs. civil, etc.)	
Would you like an outdoor reception, a tented reception or a reception hall?	
What season would you like to marry in? Do you have a specific date in mind?	
Approximately how many guests will you invite?	

Step 2: Research

SouthBound Bride lists a number of venues across South Africa.

- Cape Venues: <http://www.southboundbride.com/cape-venues/>
- Gauteng Venues: <http://www.southboundbride.com/gauteng-venues/>
- KZN Venues: <http://www.southboundbride.com/kzn-venues/>
- Garden Route Venues: <http://www.southboundbride.com/garden-route-venues/>

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Step 3: Venue Visits/Calls

Choose 3-5 venues to contact (if you are visiting them, try to see them all in the same weekend to keep them fresh in your mind when making a decision). Here are some questions to ask each of them.

VENUE	1	2	3
CONTACT INFO: Name Phone no. Email Website Contact person			
DATE & TIMES: Dates available? Set up times? Closing time? What is the noise policy?			
GENERAL: Venue capacity Are you happy with the interior style of the venue?			

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<p>How far away is the church/ceremony venue?</p> <p><u>Accommodation</u></p> <p><i>Does the venue have accommodation?</i></p> <p><i>Is this included in package price?</i></p> <p><i>Is accommodation available nearby?</i></p> <p><i>Does accommodation suit a range of budgets?</i></p>			
<p>FOOD & DRINKS:</p> <p>Does the venue use a preferred caterer?</p> <p>Is kitchen hire included in price?</p> <p>Tasting/references?</p> <p>Bar terms?</p> <p>Overtime charge?</p>			

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<p>LOGISTICS:</p> <p>Alternatives for bad weather?</p> <p>Accessibility for all guests?</p> <p><u>Tableware:</u> <i>Enough tables, chairs, linen, glassware, crockery, cutlery for all guests?</i> <i>Good quality?</i></p> <p><u>Parking</u> <i>Adequate parking?</i> <i>How far is parking from reception area?</i> <i>Is parking area well lit?</i></p> <p>Room for band/dancing?</p> <p>Sound system available?</p> <p>What are the bathroom/cloakroom facilities?</p>			
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<p>Limitations on décor (especially WRT candles, etc.)</p> <p>Restrictions for photographers?</p> <p>Who is responsible for set-up/break-down of décor?</p>			
<p>STAFFING:</p> <p>Enough staff for your guests? (Recommend approx 1 waiter to 8/10 guests)</p> <p>Overtime charge?</p> <p>Does venue have in-house co-ordinator?</p> <p>Who will supervise set up on the day?</p> <p>Who will run logistics on the day?</p>			

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<p>PAYMENT:</p> <p>Discount for off-peak weddings? (Friday, Sunday, morning, afternoon)</p> <p>Additional fees for ceremony on property?</p> <p>Is there a payment schedule?</p> <p>Deposit</p> <p>Cancellation policy</p> <p>Last date for changes?</p>			
<p>NOTES:</p>			

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Step 4: Compile Budgets

Compile a complete budget for your top 3 venues – you may find that the one that looked most expensive is the most cost effective with everything included!

VENUE	1	2	3
Basic price			
Discount for off-peak			
Late opening fees			
Ceremony location fee			
Day-of co-ordination			
Kitchen hire			
Main meal cost/head			
Canapés cost/head			
Late night snack cost/head			
Meals for service providers			
Wedding cake			
Additional catering charges			
Bar charges			
Overtime rates			
Staffing fees			
Overtime rates			
Hiring (included)			

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Additional hiring fees (venue)			
Additional hiring fees (external)			
Décor included			
Additional décor costs (venue)			
Additional décor costs (external)			
Setup/breakdown fees			
Accommodation included			
Getting ready venue for bride (external)			
Accommodation needed (external)			
Sound system			
Other charges & fees			
Total			

Worksheet based on advice by Teresa Lazarevic of Creation Events in the following SBB feature:
<http://www.southboundbride.com/guest-post-how-to-choose-a-venue/>