



Venue/Reception Comparison

Copy this page - and complete for each venue you are considering.

VENUE NAME: _____ LOCATION: _____

How far away is this for me? _____ for my guests? _____ Easy to find? _____

Contact: _____

Email of Contact: _____

Phone # of Contact: _____

Dates Available: _____

Max # Guests: _____

Outdoor Area Detail: Gazebo, Tent, Rooftop, Vineyard, Barn, Courtyard, Deck

Special Features: _____

Rental Fee: _____

What's Included: (See box to right)

Circle or Respond Accordingly

Tables: Round, Rectangle, or Farm
Chairs: Standard Banquet, Folding, Chiavari, Benches
Linens - Included? _____ Choice of Color? _____
Napkins - Included? _____ Choice of Color? _____
Centerpieces: Included? (Desc.) _____
Glassware Included: _____
Water in Glasses on Tables? _____ (Some Venues Charge)
Dinner/Salad Plates, & Coffee Cups (Circle if Incl.)
Flatware Included? _____
Bride's Prep Area Yes or No. Price? _____
Groom's Prep Area Yes or No. Price? _____
Will Tables be Setup? _____
Is there an OnSite Coordinator? _____
Complimentary Champagne Yes or No Price? _____
Charge to Cut Cake? Yes or No Price? _____
Charge for Ceremony Area? Yes or No Price? _____

Food & Soft Beverage - In-House, Preferred Caterer, or Can Choose My Own Caterer? (Circle Answer)
Note: If preferred catering company - ask if you must use one of the preferred catering companies.

If In-House or if you must use their Preferred Caterer continue here.

Food & Soft Beverage Cost/Person: \$ _____ Drinks Include: _____

What is Standard Pricing for Alcohol/Bar Service Per/Person: \$ _____

It Includes: _____ Hours of Bar Service: _____

What is PRICE for Premium Bar \$ _____ What does it include?

_____. Hours of Bar Service: _____

Note: Request Food Menu Options & Details on Types of Alcohol & Brand.

When is Food Tasting? _____

What is the Food & Beverage Minimum: \$ _____

Can I bring in my own bar service: _____

What I like about this venue?

How Much is Tax & Gratitude? \$ _____ (very important - can add up to 30% to your bill)

Approximate Total Cost for My Wedding: \$ _____

To calculate: Take number of guests X per person fees, add rental fee, add extra fees, and add Tax & Gratitude