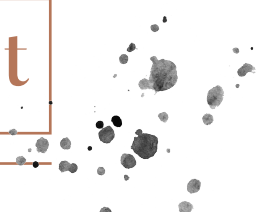


# venue search checklist



VENUE:			
CONTACT INFO:			
Name:			
Phone:			
Email:			
Website:			
DATE:			
Is mine available?			
Capacity:			
How many hours can we use the venue?			
LOGISTICS:			
Do they supply table/ chairs?			
Does the venue already have a sound system?			
Are there limitations on decorations, including candles?			
When are we able to set up decor?			
Can we store our decor at the venue overnight?			
PAYMENT:			
What is the payment schedule?			

What kind of deposits are required?			
Are there hidden costs like service charges, gratuity, cleaning fees, overtime charges?			
What's the cancellation policy?			
What is the last possible date we can make a change?			
NOTES:			

