

Questions for venues and vendors

Take this to a call or visit. Ask for important answers in writing.

Venue / provider

Conversation date

Availability and scope

- ☐ Is our exact date available, and how long can you hold it?
- ☐ What agreement and payment confirm the booking?
- ☐ What services, staffing, hours and equipment are included?

Full price and changes

- ☐ What is the total with taxes, mandatory fees and possible extras?
- ☐ When are payments and the final guest count due?
- ☐ What happens if we cancel, reschedule or change the headcount?

How the day will work

- ☐ What are the access, setup, delivery, end-time and cleanup rules?
- ☐ Who handles required approvals, insurance and alcohol or food rules?
- ☐ Who is our day-of contact, and what is the weather or outage backup?

Guest comfort and privacy

- ☐ What access options, seating and restrooms can guests use?
- ☐ How do we arrange meal needs privately and confirm what is possible?
- ☐ Are photos or remote viewing allowed, and whose permission is needed?

Agreements I need in writing