

Wedding venue viewing checklist

Use one copy per venue, then compare the complete cost in EverAft.

The details worth remembering later.

Enjoy the viewing. Use this to collect the evidence your shortlist needs.

VENUE	VIEWING DATE	
CONTACT	WEDDING DATE / SEASON	
DAY GUESTS	EVENING GUESTS	QUOTED TOTAL

BEFORE THE VIEWING

- ☐ Set our maximum complete venue-related spend
- ☐ Agree three non-negotiables and three preferences
- ☐ Take realistic day and evening guest estimates
- ☐ Read the current brochure and sample package
- ☐ Check the route and likely guest travel time

FIRST IMPRESSIONS - PRACTICAL AS WELL AS BEAUTIFUL

- ☐ Arrival, signage and drop-off feel clear
- ☐ Enough realistic parking or arranged transport
- ☐ Main guest route is step-free or has a good alternative
- ☐ Entrance, cloakroom and toilets work for our numbers
- ☐ Venue feels comfortable in the likely season and light

Immediate reaction - strongest point, concern, and one question

Spaces and guest experience

Ask to see the real wet-weather plan and a layout for your guest count.

CEREMONY

- ☐ Ceremony room / area included in the written quote
- ☐ Comfortable layout and sightlines for our guest count
- ☐ Aisle, accessible seating and wheelchair spaces work
- ☐ Acoustics, music and microphone arrangements are clear
- ☐ Outdoor ceremony has a complete indoor alternative
- ☐ Room turnaround cost and timing are understood

MEAL AND EVENING

- ☐ Floor plan shown with our tables, dance floor and entertainment
- ☐ Guests have somewhere comfortable during room changes
- ☐ Band / DJ position, power, sound limit and finish time confirmed
- ☐ Bar location and likely queues work for the room
- ☐ Cake, gifts, photo booth and evening food all have space
- ☐ Children, older guests and anyone needing quiet space are considered

FOOD AND DRINK

- ☐ Menu choices, dietary needs and children's meals explained
- ☐ Minimum numbers and final-number deadline confirmed
- ☐ Drinks quantities, brands, bar prices and corkage confirmed
- ☐ Supplier meals, tasting, cake cutting and service charge priced

Layout and guest-flow notes

Wet-weather plan

Cost, contract and logistics

Ask for every promise and exception in writing before paying a deposit.

COMPLETE COST

- ☐ Quote uses our date, day and evening guest numbers
- ☐ VAT and any service charge are included
- ☐ Room hire, ceremony, food, drink and staffing are separated
- ☐ Minimum spend, guest minimum and compulsory upgrades are clear
- ☐ Furniture, linen, tableware, cleaning and security are priced
- ☐ Accommodation commitment and unbooked-room liability are clear

CONTRACT AND PAYMENTS

- ☐ Deposit amount, purpose and due date are clear
- ☐ All instalments and final balance dates are recorded
- ☐ Price-review wording and possible increases are understood
- ☐ Cancellation, postponement and date-change scales are clear
- ☐ Venue cancellation / closure terms are understood
- ☐ Any verbal promise appears in the quote or contract

SUPPLIERS AND ACCESS

- ☐ Compulsory, approved and prohibited suppliers are listed
- ☐ Setup, delivery, storage, collection and pack-down times work
- ☐ Kitchen, power, water, waste and supplier parking are understood
- ☐ Candles, confetti, decor, pets and fireworks rules are clear

Additional charges / unknown costs

Contract wording to clarify

Compare after the viewing

Score only after you have the written quote and package detail.

Five-minute private review

Each partner writes these before discussing the venue together.

What felt strongest?

What worried me?

Comparison snapshot

COMPLETE QUOTED TOTAL

WHAT IS STILL UNKNOWN?

CAPACITY AND FLOW

ACCESSIBILITY AND TRAVEL

FOOD AND DRINK FIT

CONTRACT FLEXIBILITY

OVERALL CONFIDENCE (1-10)

Next: make the venue fit the whole budget.

Add the complete quote, deposit and balance dates at everaft.co.uk/wedding-budget-planner

Then compare more Scottish venues at everaft.co.uk/venues