

Wedding Venue Checklist

Searching for the perfect venue can be a confusing. Use this checklist to compare venues after you have narrowed your choices down to your top three, and you're ready to tour and obtain pricing information.

	Morningside	Venue #2	Venue #3
Outdoor Ceremony Space	✓ Zero Road Noise, No Sales Tax		
Indoor Ceremony Space (Backup Plan)	✓ Great View, No Sales Tax		
Separate Bride & Groom's Room	✓		
4 Hour Reception	✓ No Sales Tax		
Tent Rental (Set Up & Tear down)	Not Needed		
Heat or Air Conditioning	✓		
Restrooms	✓		
Tables & Chairs	✓		
Linens	✓ 20 Color Options		
Place Settings & Glassware	✓		
Handicap Accessible	✓		
Dance Floor	✓		
Indoor Lighting	✓		
Outdoor Lighting	✓		
Paved Parking Lot	✓		
Customized Menu	✓		
Soft Drinks, Coffee, Tea	✓		
Bar Set Up & Bartender	✓		
Wedding Coordinator - Planning	✓ 2 Hours		
Wedding Coordinator - Rehearsal	✓ 1 Hour		
Wedding Coordinator - Wedding Day	✓ 20+ years experience ensures wedding day runs smoothly		
Event Set Up & Clean Up	✓		
Liability Insurance	✓		
Subtotal			
20% Gratuity	\$	\$	\$
6% Sales Tax			
9% Alcohol Tax			
Total Price	\$	\$	\$