



## Questions for Venues & Suppliers

### Venue Questions

- What is the earliest day (and time) we can we have the venue?
- What is the latest day (and time) we have before we have to leave?
- What facilities do you offer for the price? (Get details on available rooms, kitchen equipment, furniture, packages, chair covers, cloths, decorations, table centres, dance floors, staging, lecterns, PA, plants, lounge furniture etc.)
- Is there anything not included that I should know about before I pay my deposit? (This is where you get to see how honest they are)
- Where do guests park?
- Where do suppliers load and park?
- What types of decorations are possible here?
- Can we have real candles? If not, can we have them if they are contained in an enclosed container or vase?
- What have other clients done before? (This is important - Ask for lots of examples and to see photos)

### Supplier Questions

- How do I go about getting a quotation?
- Do you have any packages available?
- What exactly do you offer for the price? Take notes and make sure you completely understand what they tell you and keep asking until you do.
- Is there anything not included that I should know about before I pay my deposit?
- Can I use/choose my own vows, caterers, wine, songs.....
- What have other clients done before? Do you have examples and photos?
- Can I get an itemised quotation with a breakdown of prices?
- How much does it cost to add things later?
- Are there any extra charges that I should be aware of?
- If I change my mind can a get a refund?
- Can I have a copy of your Terms and Conditions?
- Can I tentatively book your services and get back to you shortly?