



'I DO'  
TO DO'S

# Ceremony Site



Your ceremony and reception site may differ. Use this checklist when booking a separate ceremony location.

12  
Months

- Research ceremony site venues
- Book tours
- Decide on your site and book
- Interview officiants and book services (if you do not have a priest, minister, or rabbi)

8-10  
Months

- Reserve rental and decor items for the ceremony
  - **Chairs, arch, candles, portable restrooms, heaters, fans, sound equipment**
- Determine floor plan layout – gift display, musicians, arch, wedding party, seating, unity candle

6  
Months

- Order floral for bouquets, boutonnieres, corsage arch, aisle, etc.
  - *TIP: Don't forget to include your parents, grandparents, ceremony readers, etc.*
- Create a backup plan if there is unpredictable weather

2-3  
Months

- Meet with officiant to go over the ceremony
- Schedule delivery and set up of rentals
- Write vows
- Finalize ceremony schedule including readings, music, and the unity ceremony
- Buy items for the ceremony
  - **Unity candle, aisle runner, ring bearer pillow, arch, arch decor, flower girl basket, fans or blankets for guests, card box**

1  
Month

- Finalize and print wedding programs
- Purchase a marriage license
- Decide on photo locations between ceremony and reception

Week  
Of

- Send final guest count to the ceremony venue
- Confirm arrival time and details with all vendors
  - **Give copy of details to Maid of Honor, Personal Attendant, and Planner/Coordinator**

Day  
Before

- Rehearse ceremony with the entire wedding party
- Give marriage license to officiant

Day  
Of

- Bring all ceremony accessories to the venue
- Give wedding rings to the Best Man or Maid of Honor
- Complete the marriage license to make it official!





GET TO  
KNOW

# Ceremony Site



VENUE NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ PRICE: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

- Is your space available on my preferred date?  
\_\_\_\_\_
- Will there be any other events on the day of my wedding?  
\_\_\_\_\_
- When is the full payment due?  
\_\_\_\_\_
- Do you charge a standard fee? Is it a donation to the house of worship or a rental fee?  
\_\_\_\_\_
- What is your cancellation policy?  
\_\_\_\_\_
- What extra venue-related costs are there?  
\_\_\_\_\_
- Do you have enough space for my guest list number?  
\_\_\_\_\_
- Where will performers and the wedding party stand?  
\_\_\_\_\_
- Do you have outdoor space available?  
\_\_\_\_\_
- Do you have a list of packages?  
\_\_\_\_\_
- What is all included in the rental fee?  
\_\_\_\_\_
- Can I bring in my own rental company?  
\_\_\_\_\_
- Does your space have restrictions on floral or decor?  
\_\_\_\_\_
- Can we bring in our own officiant?  
\_\_\_\_\_
- Do you have liability insurance?  
\_\_\_\_\_
- How many restrooms are on-site?  
\_\_\_\_\_
- Do you have getting ready spaces?  
\_\_\_\_\_
- How early can we access the space?  
\_\_\_\_\_
- Where can we load in and out?  
\_\_\_\_\_
- When does the space have to be clear?  
\_\_\_\_\_
- Will there be staff on-site for the entire time we are there?  
\_\_\_\_\_
- Do you provide security?  
\_\_\_\_\_
- Do you have rehearsal dinner accommodations?  
\_\_\_\_\_
- Are we able to have a ceremony rehearsal the day prior?  
\_\_\_\_\_
- What do you have for on-site AV?  
\_\_\_\_\_
- What parking do you provide? Valet costs?  
\_\_\_\_\_
- Do you offer a coat check?  
\_\_\_\_\_
- Do you have a day-of coordinator and/or require one?  
\_\_\_\_\_

NOTES:

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