

# *Venue decoration and planning*

## *Checklist*

*Confetti - does the venue have any restrictions on confetti and where it can be thrown?*

## *iPods and electrical points*

*Have you thought about using an iPod for your songs - ceremony, reception etc?*

*Have you spoken with the venue manager about the use of your own iPod and music?*

*Have you made a song list for background music during the dinner and reception?*

*Have you organised where the live band or disco will be situated at the venue?*

*Is there adequate heating or air conditioning at the venue?*

*Is there adequate parking for guests - coaches, buses etc?*

*Is there adequate disabled access and fire escapes?*

*Is there adequate hotel accomodation for guests, and is a block booking required?*

*Have you booked your own honeymoon suite?*

## *Venue decoration*

*Are candles allowed inside the venue, and if so, where?*

*Check on the venues lighting to ensure it is great for taking pictures?*

*Does the venue hire out chair and table covers, or would you prefer to hire your own?*

*Will the venue allow you to take pictures around the grounds?*

*Does the venue offer fantastic photo opportunities?*

## *Logistics*

*Have you arranged for someone to greet and seat your guests?*

*Have you created a seating plan and discussed this with the venue manager?*

*Have you checked the turnaround times with the venue for dinner and reception?*

*Have you considered organising a separate quieter room for your guests to go?*

*Have you arranged for a secure area for your wedding gifts?*