

# compare venues

Where to hold your reception is one of the most complex decisions to make. Use this comparison chart to help you decide what your priorities are, and how the costs will enter into your overall plan.

Amenities Available	1:	2:	3:
Formal/informal décor			
Decorating restrictions			
Distance from ceremony			
Disabled access			
Capacity			
Air-conditioned			
Dance floor/stage			
Sound system/piano			
Head table			
# of guest tables/chairs			
Guest book table			
Gift table			
Cake table			
Linens			
China, flatware			
Stemware/glassware			
Wedding coordinator			
Catering service			
Wait staff			
Bar/bartender			
Champagne cost			
Cork fee			
Cake-cutting charge			
Clean-up charge			
Adequate parking			
Other			
Head count deadline			
Hours available			
Early set-up availability			
Taxes and gratuity			
Deposit amount			
Deposit deadline			
Final payment deadline			
Est. Cost to Budget			