



# GUIDE TO INTERVIEWING EVENT VENUES

FROM MBD MARKETING & EVENTS

## INTERVIEW CHECKLIST

- Do you have our date available? If not, what dates are available?
- Do you give discounts for 'off days' (Thursdays, Sundays etc.)
- What is the fee for renting the space?
- Is the venue ours exclusively for the entire day/night?
- Are there any restrictions on use of the space?
- How many people can the space hold? Is that number seated or standing?
- How many hours does the rental rate include? How much is an additional hour?
- What does the rental fee include? (catering, tables, chairs, linens, lighting, china, silverware, centerpieces, etc. )
- What is excluded from the rental fee?
- How many parking spots are available for guests?
- Is there overnight storage available for decorations, etc?
- Can I use any vendor or do you have list of preferred vendors?
- Can we provide our own alcohol? If so, what permits are required?
- Do you do all set up and tear down of items you provide? Do you help with set-up for our personal decorations?
- When can I begin set up on the day of the event?
- Who is our main contact on the day of the event?
- If we have an outdoor element do you provide a back-up location if the weather is bad?
- Are there restrictions on photography or videography?
- Are there any noise restrictions?
- Do I need to get any permits or insurance for the event?
- Can I see a sample of items you provide? This is often tables, chairs, linens and china.
- Can I get a copy of the layout of the space?
- How much is the deposit? When is it due? When is the final balance due?
- What forms of payment do you take?
- What is your cancellation policy?



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