





THE ULTIMATE WEDDING VENUE CHECKLIST

CONGRATULATIONS! YOU'RE ENGAGED!

Use the following worksheet to help you choose the perfect wedding venue.

VENUE:	1.  THE TREASURY ON THE PLAZA	2.  LIGHTNER MUSEUM WEDDINGS & EVENTS	3.
<p>WEDDING DATE & VENUE ACCESS</p> <p>Are my preferred dates available?</p> <hr/> <p>Only one wedding per day?</p> <hr/> <p>10 hours or more included with rental?</p> <hr/> <p>Can we upgrade to add additional time?</p> <hr/> <p>Allow up to midnight exit?</p> <hr/> <p>Ceremony rehearsal time included?</p>	<p><input type="checkbox"/> Option 1: / /</p> <p><input type="checkbox"/> Option 2: / /</p> <hr/> <p><input checked="" type="checkbox"/> Only one wedding per day</p> <hr/> <p><input checked="" type="checkbox"/> Reception= 10 hrs Ceremony & reception= 11 hrs</p> <hr/> <p><input checked="" type="checkbox"/> Additional time can be added to your reception, or for getting ready.</p> <hr/> <p><input checked="" type="checkbox"/> Yes</p> <hr/> <p><input checked="" type="checkbox"/> Complimentary 1 hour rehearsal time</p>	<p><input type="checkbox"/> Option 1: / /</p> <p><input type="checkbox"/> Option 2: / /</p> <hr/> <p><input checked="" type="checkbox"/> Only one wedding per day</p> <hr/> <p><input checked="" type="checkbox"/> Reception= 10 hrs Ceremony & reception= 11 hrs</p> <hr/> <p><input checked="" type="checkbox"/> Additional time can be added to your reception.</p> <hr/> <p><input checked="" type="checkbox"/> Yes</p> <hr/> <p><input checked="" type="checkbox"/> Complimentary 1 hour rehearsal time</p>	<p><input type="checkbox"/> Option 1: / /</p> <p><input type="checkbox"/> Option 2: / /</p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p>
<p>VENUE LOCATION & PARKING</p> <p>Are there unique photo locations in walking distance?</p> <hr/> <p>Is on-site parking available?</p> <hr/> <p>Walking distance to hotels?</p>	<p><input checked="" type="checkbox"/> Downtown St. Augustine</p> <p><input checked="" type="checkbox"/> Matanzas Waterfront</p> <p><input checked="" type="checkbox"/> Plaza de la Constitución</p> <p><input checked="" type="checkbox"/> Charming Historic Streets</p> <p><input checked="" type="checkbox"/> Bridge of Lions</p> <hr/> <p><input checked="" type="checkbox"/> Up to 50 spaces available to reserve. Price is the prevailing rate at the time of your event.</p> <hr/> <p><input checked="" type="checkbox"/> Casa Monica Hotel</p> <p><input checked="" type="checkbox"/> Hilton St. Augustine Bayfront</p> <p><input checked="" type="checkbox"/> The Collector Inn and more than 20 other inns and B&B's</p>	<p><input checked="" type="checkbox"/> Downtown St. Augustine</p> <p><input checked="" type="checkbox"/> Matanzas Waterfront</p> <p><input checked="" type="checkbox"/> Plaza de la Constitución</p> <p><input checked="" type="checkbox"/> Charming Historic Streets</p> <p><input checked="" type="checkbox"/> Lightner Museum Courtyard</p> <hr/> <p><input checked="" type="checkbox"/> Large lot behind building has complimentary spaces available after 5 pm on a first come, first served basis Monday-Saturday and all day on Sunday.</p> <hr/> <p><input checked="" type="checkbox"/> Casa Monica Hotel</p> <p><input checked="" type="checkbox"/> Hilton St. Augustine Bayfront</p> <p><input checked="" type="checkbox"/> The Collector Inn and more than 20 other inns and B&B's</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



THE ULTIMATE WEDDING VENUE CHECKLIST (2 OF 5)

VENUE:	1. 	2. 	3.
CUSTOMER SERVICE & STAFFING			
Do they have positive reviews from past couples?	<input checked="" type="checkbox"/> Consistently rated 5-stars on The Knot, WeddingWire, Google, and Facebook	<input checked="" type="checkbox"/> Consistently rated 5-stars on The Knot, WeddingWire, Google, and Facebook	<input type="checkbox"/>
Have they won any awards?	<input checked="" type="checkbox"/> The Knot Best of Weddings Awards & WeddingWire Couples Choice Awards	<input checked="" type="checkbox"/> The Knot Best of Weddings Awards & WeddingWire Couples Choice Awards	<input type="checkbox"/>
Will I have a dedicated event manager? What are they responsible for?	<input checked="" type="checkbox"/> Assists couple with venue-related planning. Venue team leader on the day of the event.	<input checked="" type="checkbox"/> Assists couple with venue-related planning. Venue team leader on the day of the event.	<input type="checkbox"/>
Additional support staff? What are they responsible for?	<input checked="" type="checkbox"/> Housepersons for facility setup and cleanliness, greeting guests and opening doors.	<input checked="" type="checkbox"/> Housepersons for facility setup and cleanliness, greeting guests and opening doors.	<input type="checkbox"/>
VENUE SPACES			
Indoor ceremony space?	<input checked="" type="checkbox"/> The Grande Ballroom	<input checked="" type="checkbox"/> Historic Pool	<input type="checkbox"/>
Outdoor ceremony space?	<input checked="" type="checkbox"/> Not available	<input checked="" type="checkbox"/> Not available	<input type="checkbox"/>
Reception space?	<input checked="" type="checkbox"/> The Grande Ballroom	<input checked="" type="checkbox"/> Historic Pool, Mezzanine	<input type="checkbox"/>
Maximum guest count?	<input checked="" type="checkbox"/> 225 guests	<input checked="" type="checkbox"/> 250 guests	<input type="checkbox"/>
Separate cocktail space?	<input checked="" type="checkbox"/> The Exchange Gallery	<input checked="" type="checkbox"/> Historic Pool, Mezzanine, and Grand Lobby (depending on guest count)	<input type="checkbox"/>
Are there two separate private suites to get ready?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
Are bar areas included?	<input checked="" type="checkbox"/> The Vault Bar, 2 Mahogany Rolling Bars	<input checked="" type="checkbox"/> 3 Custom White Rolling Bars	<input type="checkbox"/>
Space for caterer?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
Ample private restrooms on site?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
Other exceptional spaces on site available for pictures?	<input checked="" type="checkbox"/> Grande Foyer, Grande Balcony, Concierge Desk, Elevators	<input checked="" type="checkbox"/> Central Courtyard, East & West Courtyards, East & West Loggia (Available with rental of Grand Lobby)	<input type="checkbox"/>

THE ULTIMATE WEDDING VENUE CHECKLIST (3 OF 5)

VENUE:	1. 	2. 	3.
TABLES, CHAIRS & SEATING Tables included? <hr/> Chairs included? <hr/> Other seating included?	<input checked="" type="checkbox"/> A multitude of round, rectangular, and half moon tables are available. (See amenities.) <input checked="" type="checkbox"/> Mahogany Chiavari chairs with cushions. <input checked="" type="checkbox"/> White sectional sofas, Chiavari high top bar stools, and a variety of lounge furniture. (See amenities)	<input checked="" type="checkbox"/> A multitude of round, rectangular, and half moon tables are available. (See amenities.) <input checked="" type="checkbox"/> Gold Chiavari chairs with cushions. <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LIGHTING In-house lighting included?	<input checked="" type="checkbox"/> White LED uplighting on walls and columns <input checked="" type="checkbox"/> Center ceiling lighting with multiple color options <input checked="" type="checkbox"/> Starry night lighting <input checked="" type="checkbox"/> Still image projector <input checked="" type="checkbox"/> Pin spotlights for cake and other specialty locations <input checked="" type="checkbox"/> Colored LED lighting in The Vault Bar <input checked="" type="checkbox"/> LED uplights with multiple color options in The Exchange Gallery	<input checked="" type="checkbox"/> LED uplights with multiple color options in the Historic Pool <input checked="" type="checkbox"/> LED uplights with multiple color options in the Mezzanine alcoves <input checked="" type="checkbox"/> Ambiance Edison bulb lighting surrounding the Historic Pool <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SOUND Audio equipment included?	<input checked="" type="checkbox"/> Handheld microphones and lapel microphones for wedding ceremonies <input checked="" type="checkbox"/> Auxillary hookup to play music during cocktail hour	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
CEREMONY DECOR What ceremony decor is included?	<input checked="" type="checkbox"/> Ivory pipe and drape backdrop for ceremony in Grande Ballroom <input checked="" type="checkbox"/> Faux marble pillars for floral arrangements (up to 2) <input checked="" type="checkbox"/> Spotlight on bride, groom and wedding party <input checked="" type="checkbox"/> White uplights on walls and columns	<input checked="" type="checkbox"/> Ivory pipe and drape backdrop for ceremony in Historic Pool <input checked="" type="checkbox"/> Customizable colored LED uplights in the Historic Pool <input checked="" type="checkbox"/> Ambiance Edison bulb lighting surrounding the Historic Pool <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

THE ULTIMATE WEDDING VENUE CHECKLIST (4 OF 5)

VENUE:	1. 	2. 	3.
<p>PRIVATE SUITES</p> <p>What amenities are included in the private suites?</p>	<p>THE PLAZA LOUNGE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Kitchenette <input checked="" type="checkbox"/> Private restroom <input checked="" type="checkbox"/> Makeup stations <input checked="" type="checkbox"/> Comfortable seating <input checked="" type="checkbox"/> Extra large mirrors <input checked="" type="checkbox"/> Gown-length hanging racks <input checked="" type="checkbox"/> Bose speaker system <p>THE BANKER'S LOUNGE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Kitchenette <input checked="" type="checkbox"/> Private restroom <input checked="" type="checkbox"/> Poker table <input checked="" type="checkbox"/> Dart board and classic board games <input checked="" type="checkbox"/> Sofa and chairs <input checked="" type="checkbox"/> Mirror <input checked="" type="checkbox"/> Tuxedo-length hanging racks <input checked="" type="checkbox"/> Flat screen TV <input checked="" type="checkbox"/> Bose speaker system 	<p>MARIA JEFFERSON LOUNGE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rolling bar and mini fridge <input checked="" type="checkbox"/> Restroom access <input checked="" type="checkbox"/> Makeup stations <input checked="" type="checkbox"/> Comfortable seating <input checked="" type="checkbox"/> Extra large mirrors <input checked="" type="checkbox"/> Gown-length hanging racks <input type="checkbox"/> <p>OTTO LIGHTNER LOUNGE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rolling bar and mini fridge <input checked="" type="checkbox"/> Restroom access <input checked="" type="checkbox"/> Foosball table <input checked="" type="checkbox"/> Dart board and classic board games <input checked="" type="checkbox"/> Sofa and chairs <input checked="" type="checkbox"/> Mirror <input checked="" type="checkbox"/> Tuxedo-length hanging racks <input checked="" type="checkbox"/> Flat screen TV <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>OTHER INCLUDED AMENITIES</p> <p>Are any other amenities included in the venue rental?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dance floor <input checked="" type="checkbox"/> Venue history cards for guests <input checked="" type="checkbox"/> Wireless internet <input checked="" type="checkbox"/> TV for photo slideshow in Foyer 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dance floor <input checked="" type="checkbox"/> Venue history cards for guests <input checked="" type="checkbox"/> Wireless internet <input checked="" type="checkbox"/> Bubble machine for Grand Exit 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>UPGRADE OPTIONS</p> <p>What upgraded packages or amenities are available?</p>	<p>THE HOLLYWOOD PACKAGE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hollywood Smart Lighting with dedicated lighting and special effects designer <input checked="" type="checkbox"/> Choreographed light show timeline <input checked="" type="checkbox"/> Pin spotlights <input checked="" type="checkbox"/> Live video streaming <input checked="" type="checkbox"/> Fog machine and haze machine <input checked="" type="checkbox"/> Bubble maker for grand exit 	<p>LIGHTNER LUXE PACKAGE:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Greenery wall for ceremony. Transitions to sweetheart table backdrop or photo backdrop for reception. <input checked="" type="checkbox"/> 2 white wood pillars for your ceremony decor <input checked="" type="checkbox"/> Champagne upon arrival to cocktail hour for all guests <input checked="" type="checkbox"/> 2 gold shelves for behind bar or for desserts at reception <input checked="" type="checkbox"/> Greenery wall for champagne glasses or photos <input checked="" type="checkbox"/> 4 white or color changing uprights for greenery wall 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>ALCOHOL OPTIONS</p> <p>Alcohol options customizable by the venue?</p> <hr style="border-top: 1px dotted #000;"/> <p>Is a bar tasting included?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> See Bar Packages for suggestions and pricing. <input checked="" type="checkbox"/> Private bar tasting with mixologist and event manager 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> See Bar Packages for suggestions and pricing. <input checked="" type="checkbox"/> Private bar tasting with mixologist and event manager 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/>

