


# 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><b>WEDDING DATE &amp; VENUE ACCESS</b></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 &amp; reception= 11 hrs</p> <hr/> <p><input checked="" type="checkbox"/> Yes</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 &amp; reception= 11 hrs</p> <hr/> <p><input checked="" type="checkbox"/> Yes</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>
<p><b>VENUE LOCATION &amp; PARKING</b></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 Bayfront</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"/> Over 20 Inns and B&amp;B's</p>	<p><input checked="" type="checkbox"/> Downtown St. Augustine</p> <p><input checked="" type="checkbox"/> Matanzas Bayfront</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"/> Over 20 Inns and B&amp;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)

<b>VENUE:</b>	<b>1.</b> 	<b>2.</b> 	<b>3.</b>
<b>CUSTOMER SERVICE &amp; STAFFING</b>			
<b>Do they have positive reviews from past couples?</b>	<input checked="" type="checkbox"/> Consistently rated 5-stars on The Knot & WeddingWire	<input checked="" type="checkbox"/> Consistently rated 5-stars on The Knot & WeddingWire	<input type="checkbox"/>
<b>Have they won any awards?</b>	<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"/>
<b>Will I have a dedicated event manager? What are they responsible for?</b>	<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"/>
<b>Additional support staff? What are they responsible for?</b>	<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"/>
<b>VENUE SPACES</b>			
<b>Ceremony space?</b>	<input checked="" type="checkbox"/> The Grande Ballroom	<input checked="" type="checkbox"/> Historic Pool	<input type="checkbox"/>
<b>Reception space?</b>	<input checked="" type="checkbox"/> The Grande Ballroom	<input checked="" type="checkbox"/> Historic Pool, Mezzanine, and Outdoor Terrace (depending on guest count)	<input type="checkbox"/>
<b>Outdoor space?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Outdoor Terrace	<input type="checkbox"/>
<b>Maximum guest count?</b>	<input checked="" type="checkbox"/> 250 guests	<input checked="" type="checkbox"/> 300 guests	<input type="checkbox"/>
<b>Separate cocktail space?</b>	<input checked="" type="checkbox"/> The Exchange Gallery	<input checked="" type="checkbox"/> Historic Pool, Mezzanine, and Outdoor Terrace (depending on guest count)	<input type="checkbox"/>
<b>Are there two separate private suites to get ready?</b>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
<b>Are bar areas included?</b>	<input checked="" type="checkbox"/> The Vault Bar, 2 Mahogany Rolling Bars	<input checked="" type="checkbox"/> 3 Custom White Rolling Bars	<input type="checkbox"/>
<b>Space for caterer?</b>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
<b>Ample private restrooms on site?</b>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
<b>Other exceptional spaces on site available for pictures?</b>	<input checked="" type="checkbox"/> Grande Foyer, Grande Balcony, Concierge Desk, Elevators	<input checked="" type="checkbox"/> Central Courtyard, East and West Courtyards, East and West Loggia	<input type="checkbox"/>







