



Down The Aisle

WEDDING SPECIALISTS



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## CHOOSING YOUR VENUE + VENDORS

Warning. You are about to view a number of potential wedding venues and we need a game plan so as not to get overwhelmed. But first - will your wedding ceremony and reception be hosted in the same space?

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If you answered yes, then naturally you will only need to find one venue that can accommodate both celebrations. Be sure to fill out both the Ceremony + Reception Q/A Worksheets to ensure it ticks all the boxes.

For couples who are planning multiple venues, we recommend sourcing the ceremony space first. When you are working with two venues there are a few logistics we need to consider, the biggest one being transportation time between sites.

Your time is valuable and before scheduling any venue tours, it is best to hop online for some preliminary scouting. We are looking for venues that align with your storyboard but most importantly, we are shortlisting places that fit your budget, your anticipated guest count and, of course, ones that have availability.

In our experience, the most common spaces we see for wedding ceremonies are outdoor parks, private estates and places of worship with the reception celebration set to follow later on at venue suitable for dinner and dance. That said you do you, and if there is somewhere unique and meaningful, be sure to include it.

Let's keep it focused and try for no more than 3 options.

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Now that you have your shortlist, it is time to schedule a viewing to see the space in person. There are endless items to consider when choosing a ceremony venue. To help simplify things a little, we have outlined the top considerations in the interview guide.



## CHOOSING YOUR VENUE + VENDORS

Next up, your reception. Many couples will devote a greater amount of time and energy sourcing this venue as this is the space that houses the wedding celebrations. This means catering, entertainment, decorations, guest accommodations, deliveries, rentals and a myriad of other moving parts that our venue needs to accommodate, especially if we are hosting the ceremony here as well.

Just like we did for our ceremony space, we start with the shortlist with options that suit our budget, our guest count and that have availability. Our reception is a big item on the expense sheet, no sense organizing a tour if it blows the budget right?

We want a number of options to consider, let's start by shortlisting 6 venues.

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Most venues that are equipped for weddings will have a detailed marketing package on their website or one that their sales representative can send to you. Start here and focus on gathering the preliminary info before scheduling a formal tour.

Best to have a consistent set of questions to help you evaluate your options as well as a master document where you can input all your notes. Now you can easily compare one venue against another without missing any pertinent details.

Quick intervention here. Keep in mind that a Marketing Package (AKA Sales Pitch) is very different from a Service Contract. As we all know, fine print lives in the contract so don't get too invested before you have all the details.





## NOTES + TAKE AWAYS

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## CHOOSING YOUR VENUE + VENDORS

We have secured a venue, time to book our vendors! Below is a list of the most common professionals to consider, start by checking off the ones that you want to include on your big day.

- ☐ Wedding Planner / Event Coordinator
- ☐ Officiant
- ☐ Caterer + Service Team
- ☐ Photographer
- ☐ Videographer
- ☐ DJ / Live Band
- ☐ Florist
- ☐ Baker / Dessert Specialist
- ☐ Hair and Makeup Artist
- ☐ Stationary Designer

Next, list those professionals below in priority sequence. We recommend starting with the professionals who can only accommodate one event per day - like a photographer.

And now we research + schedule interviews - rule of thumb is 3x quotes per vendor. These professionals will have a lot of their portfolio viewable online (hello Instagram) plus we have prepared a few Q+A worksheets to help you evaluate your options.

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## CHECKLISTS + HOMEWORK

### CHAPTER TWO CHECKPOINTS

Chapter two is done and done. More importantly we have secured venues for our ceremony + reception plus an elite team of wedding professionals. Next up is catering plans and guest entertainment but first, have you missed anything in chapter two?

- Research Venue Options + Shortlist Top Picks
- Schedule Tours and Formal Viewings
- Officially Secure Ceremony + Reception Space
- Research Wedding Vendors + Shortlist Top Choices
- Schedule Phone Interviews + In Person Follow Up Meetings
- Make your Selections + Pay Deposits

### HOMEWORK + NEXT STEPS

Moving on, and the good news is there is less homework in chapter three. As you know, catering is one of the most expensive items in wedding planning, and the prep work here starts by revisiting our budget and guest count.

- Review original guest count - did it change to fit venue selection?
- Revisit wedding budget + determine how much you allotted for catering
- Begin thinking about your preferred catering method (buffet / plated)
- Determine if you will have a cash bar vs open bar or a mix of both
- Review guest demographics - how will you ensure a memorable time for all?
- Any special needs or guest requirements that you need to consider?
- What is the overall vibe that you want to create - interactive, formal, playful?



## NOTES + TAKE AWAYS

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Down The Aisle

WEDDING SPECIALISTS

Thank you

**WE ARE GRATEFUL AND HONORED**  
TO BE A PART OF YOUR WEDDING PLANNING





## LEARN MORE ABOUT US

Down the Aisle YYC

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