

felie

LOCATION SCOUTING
CHECKLIST

OWNED BY

_____ & _____

OUR WEDDING DATE

Location:
Address:
Contact person:
Date of visit:

WEDDING & EVENT ATELIER

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*hello
there!*

*feel the wedding
planning vibes*

Hello dear bride and groom, I am Tina Heitmeier and Wedding Planner in and around Frankfurt am Main. Thank you for downloading my checklist for your location scouting. If you have already started planning your wedding, you know: One of the most time-consuming topics is the location scouting.

Especially when visiting the different locations there is a lot to consider, because: If you consider all the important issues in advance, you will save yourself and your service providers a lot of time later in the planning process - and thus usually money as well.

I wish you a successful planning time and an unforgettable wedding day! If you need support: I am there for you!

Tina



WEDDING & EVENT ATELIER

I/V

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OUR PERSONAL CHECKLIST

basic facts

- Capacity: number of persons min.-max.?
- Availability on desired date?
- Guaranteed exclusivity (no double bookings)?
- Rough price range?
- Outdoor wedding options?
- Indoor option in case of rainy weather?
- Accessibility provided (if needed)?
- Safe floor conditions of all premises (high heel friendly)?
- Mandatory collaborations with service providers?

Y N

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Notes:

connectivity

- Good accessibility given? (otherwise shuttle service)
- (Free) parking spaces available?
- (Other) hotels in the immediate vicinity?
- Registry office and/or church in the immediate vicinity?

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Notes:

accomodation

- Overnight accommodation on location?
- Possibility to reserve a room contingent in advance?
- Breakfast included with room reservation?
- Bridal suite available?
- Check-in/check-out times?

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OUR PERSONAL CHECKLIST

Notes:

catering & drinks

Y N

- In-house catering service/catering?
- External catering permitted?
- Fixed partner caterer required?
- Choice of menu/buffet/mixed?
- Vegetarian/vegan wedding food possible?
- Consideration of other food intolerances possible?
- Rehearsal dinner possible (possibly additional costs!)?
- Wedding cake from an external confectioner allowed?
- Billing for drinks: choice between flat rate/according to consumption?
- Exact specification of beverage list possible?
- In case of flat rate: some alcoholic beverages included?
- Can a mobile cocktail bar be rented externally?

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Notes:

technical equipment & party

- Sockets available in sufficient number?
- Power current available?
- Dimmable lighting available?
- Atmospheric party lighting available?
- Space for dance floor and DJ/band available?
- Safe floor conditions for dance area available?
- Sound system available at the location?

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OUR PERSONAL CHECKLIST

Notes:

decoration

Y N

- Ceilings plannable (hanging, chandeliers, attachment of hooks)?
- Walls hangable with fabric (fire protection)?
- Only certain areas can be decorated?
- May existing decoration be removed (e.g. pictures)?
- May/can existing furniture be removed?

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Notes:

other equipment

- Furniture (round or square tables) available?
- Seating available?
- Tablecloths available?
- Vases available in sufficient quantity (for floral gifts)?
- Coat rack available?
- Cooling facilities for wedding cake available?
- Play facilities for children available?
- Sufficient service personnel available?

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Notes:

Advice:

Always check on the condition and appearance of the sanitary facilities!

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OUR PERSONAL CHECKLIST

other restrictions

- Restrictions regarding safety and technology?
- Special prohibitions (e.g. fireworks, sparklers, fresh flowers, etc.)?
- Volume limits?
- Until what time may music be played loudly?
- Is there a closing time?
- From what time on may the set-up take place?
- Until when must the dismantling take place?

Y N

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Notes:

budget

- What are the payment terms?
- Additional costs for final cleaning?
- Other additional costs (night surcharge, plate money, corkage fee or similar)?

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Notes:

We have found our dream location

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Dear bride and groom,

From the bottom of my heart I wish you all the best for your future together. Experience many adventures together, form memories that weld you together and enjoy the gratitude that your paths have crossed and will run together from now on.

tina heitmeier

WEDDING & EVENT ATELIER

V/V

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