

WEDDING VENUE SURVIVAL *Guide*



YOUR TOMORROW STARTS

— *today*

Welcome Packet

W

e are so excited for your big day and feel honored that you chose The Galerie as the perfect place to celebrate!



We created this couple's guide as resource of support for all things Galerie couples need to know about our space. As the owners and as the first bride and groom, Jordan and I sincerely hope you love this space as much as we do!

Should you have a question pertaining to the venue, we encourage you to review these pages as they are full of info and helpful planning tips!

We know it's a lot of information but hang in there with us till the end - your venue is one of the most important selections for your big day! We also suggest you bookmark this document for easy reference.

Our goal is to not only provide you with a beautiful venue, but also arm you with as many resources as possible to assist you in planning your wedding here at The Galerie.

Again, congratulations and wishing you a lifetime of happiness together!

Best Wishes!

Jessica P. Kite
Co-Owner + Director of Events

YOUR TOMORROW STARTS

— today

DATE: _____

TOUR OF

THE GALERIE

Business Name _____

Deposit Amount? _____

 Available for My Wedding Date? Yes No

Other dates available: _____

quick notes

What did you like about this vendor? _____

Why did you book a meeting? _____

On a scale of 1 to 10, how well does the venue fit into the vision for your wedding and meet your needs? (1 being not well at all, and 10 being absolutely amazing.)

1 2 3 4 5 6 7 8 9 10

More notes: _____

TOUR OF

THE GALERIE

How many guests can you accommodate? (Max capacity) Circle one.

10-75

75-150

150-225

225-300

Other _____

Is a wedding planner or coordinator required at your venue?

Yes No

Other notes: _____



Is my ideal date available?

Yes No

Other notes: _____

Do you have a getting ready room for the bridal party and groom's party?

Bridal party: Yes No

Groom's party: Yes No

What are your food and alcohol policies?

TOUR OF
THE GALERIE

Do you have recommended (or required) setup instructions for the ceremony and reception?

Yes No

Other notes: _____

What does the venue rental fee include? (tables, chairs, linens? etc.)

<input type="checkbox"/> Tables	<input type="checkbox"/> Glassware	<input type="checkbox"/> Other _____
<input type="checkbox"/> Chairs	<input type="checkbox"/> Stemware	<input type="checkbox"/> Other _____
<input type="checkbox"/> Linens	<input type="checkbox"/> Serving platters	<input type="checkbox"/> Other _____

What is NOT included with the venue rental? What outside vendors will you need to hire?

Does the venue have a sound system or does your DJ/Live Band need to provide one?

Sound system included DJ/Band must provide

Will you help move tables/chairs if we need to reset before the reception or do I need to hire someone for that?

Included Needs to be hired out

Other notes: _____

