Wedding Venue Scorecard

bring it on every tour, decide with confidence

Every venue looks dreamy on tour day. This printable keeps the facts side by side, so you choose the venue that fits your budget, your guest list and your date, not just the one with the prettiest chandeliers.

1 Print one Tour Sheet per venue
Sheet 2. Take it with you and fill it in while you walk the space.

2 Check every quote
Sheet 3. Copy each written proposal into one place to see the real all-in cost.

3 Score your finalists
Sheet 4. Rate each venue 1 to 5, multiply by the weight, and add it up.

4 Sleep on it
The highest total is usually your venue. If it's close, pick the one you're still thinking about the next morning.

Bring to every tour

- [ ] Your estimated guest count
- [ ] Two or three dates that work
- [ ] Your venue and catering budget
- [ ] This printout and a pen
- [ ] Your phone for photos and videos
- [ ] Whoever's opinion really counts

The weights

×3 **Matters most:** total cost, guest count fit

×2 **Matters a lot:** date, look and feel, food and drink, guest convenience

×1 **Nice to have:** layout and flow, vendor setup, rain plan, contract terms

Change any weight to fit your priorities before you score.

How to rate 1 to 5

1 = Doesn't work
Over budget, cramped, or a deal you'd have to fight for.

3 = Workable
Fine, with a few tradeoffs you can live with.

5 = Just right
Fits your plans easily, with nothing to compromise on.

Pro Tip: Try to tour while the room is set for a real wedding. It's the most honest look at the space you'll get.

Venue Tour Sheet

Venue _____ **Date toured** _____

Contact _____ **Phone / email** _____

Pass or fail first

The all-in estimate fits our venue and catering budget	☐ Yes	☐ No
It comfortably holds our guest count in our layout	☐ Yes	☐ No
Our date, or one we'd happily take, is open	☐ Yes	☐ No

Any "No"? Thank them for their time and save your energy for the next tour.

Questions to ask

- ☐ Total cost for our guest count, with fees and tax?
- ☐ Food and beverage minimum, and if we fall short?
- ☐ Are prices locked in? Until when?
- ☐ Hours included, and the overtime rate?
- ☐ Deposit amount and payment schedule?
- ☐ Cancellation and postponement terms?
- ☐ Required vendors or outside vendor fees?
- ☐ Menu tasting: cost and timing?
- ☐ Who runs our wedding day?
- ☐ Rain plan, and when is the call made?
- ☐ Noise curfew or music limits?
- ☐ Other events here on our date?

Walk-through check

- ☐ Restrooms
- ☐ Coat check
- ☐ Getting ready suite
- ☐ Photo spots
- ☐ Vendor load-in
- ☐ Accessibility
- ☐ Parking
- ☐ Rain backup space

First impressions

_____

_____

Gut feeling (1) (2) (3) (4) (5)

Quote Check

The price per person is only the start. Copy each venue's written proposal here to see what you'd really pay.

Line item	Venue A	Venue B	Venue C
Venue name			
Guest count quoted			
Price per person			
Food and beverage (guests × price)			
Service charge (% and $)			
Venue or rental fee			
Ceremony fee			
Other fees (cake cutting, corkage, overtime)			
Tax (rate and $)			
All-in total			
Cost per guest (total ÷ guests)			
Food and beverage minimum			
Deposit and due date			
Prices locked until			

Example: how a $200 package adds up

200 guests × $200 = $40,000. Add a 22% service charge ($8,800) and a $4,500 venue fee for $53,300 before tax. With a hypothetical 8.875% tax on the full amount, that's $58,030, or about **$290 per guest**. Your tax rate and what it applies to will depend on the venue and your location.

Pro Tip: Ask every venue to quote the same guest count. It's the only fair way to compare.

The Scorecard

Rate each venue 1 to 5, multiply by the weight, and write the points. Only score venues that passed the pass or fail check.

Factor	Weight	Venue A		Venue B		Venue C	
		Rate 1 to 5	Points	Rate 1 to 5	Points	Rate 1 to 5	Points
Venue name							
Total cost vs. budget	×3						
Fits our guest count	×3						
Date availability	×2						
Look and feel	×2						
Food and drink	×2						
Guest convenience	×2						
Layout and flow	×1						
Vendor setup	×1						
Rain plan	×1						
Contract terms	×1						
Total (out of 90)							

Example: Venue A's cost rates a 4. Weight ×3, so 4 × 3 = **12 points**.

Our winner

_____

Hold expires _____

The morning-after test

Which venue are you still thinking about the next morning?

_____

Fall in love with a venue that also works.