



Before You Book

The Wedding Venue Toolkit Every Couple Needs

Your complete guide to planning your wedding, asking the right questions, and choosing the venue that is truly right for you.



A free resource from Venue 92 in Woodstock, Georgia.

You Just Got Engaged. Now What?

First of all, congratulations. This is one of the most exciting seasons of your life and we want to help you enjoy every moment of it.

Planning a wedding can feel overwhelming fast. There are vendors to research, budgets to figure out, timelines to build, and a hundred decisions to make before you even get to the fun stuff. Most couples do not know where to start, and that is completely normal.

That is why we created this toolkit. Inside you will find five things that every engaged couple needs before they book their venue:

A month-by-month planning checklist so you always know what to do next. A realistic guide to wedding budgets so you can plan with confidence. A list of the most important questions to ask every venue you tour, including the ones most couples forget until it is too late. A vendor evaluation guide so you know what to look for in each key professional. A side-by-side comparison worksheet so you can evaluate your venue options clearly and confidently.

Our philosophy at Venue 92 has always been "Your Event Your Way."

That means we believe you deserve to make an informed decision, not a pressured one. Use this guide at every venue you visit, including ours. When you are ready to see what Venue 92 can do for your wedding, we would love to show you.

Warmly,

The Team at Venue 92

Woodstock, GA | 30 Minutes North of Atlanta



1. Your Wedding Planning Checklist

Month by Month, From Engagement to Wedding Day

Most couples underestimate how much time wedding planning actually takes. The earlier you start, the more options you will have and the less stressed you will feel. This checklist is designed to keep you on track from the moment you say yes to the moment you say I do.

Check off each item as you complete it. If you are already engaged and a few months in, start wherever you are and work forward.



12 Months or More Before the Wedding

- ☐ Celebrate your engagement and enjoy the moment before the planning begins
- ☐ Set a rough overall budget and agree on who is contributing what
- ☐ Start a shared folder or planning app to keep everything in one place
- ☐ Make a preliminary guest list to understand your headcount range
- ☐ Choose your wedding date or narrow it down to two or three options
- ☐ Research and tour wedding venues (use Section 3 of this guide for your questions)
- ☐ Book your venue as soon as you find the right one. Popular dates fill 12 to 18 months out
- ☐ Start researching photographers. The best ones book early
- ☐ Hire a wedding planner or coordinator if you plan to use one
- ☐ Begin thinking about your overall vision: style, colors, and feel
- ☐ Look into wedding insurance. See Section 2 of this guide for what to know



Ready to check "book your venue" off this list?
Venue 92 is booking 2026 and 2027 dates now.
Schedule your tour at venue92.com.

9 to 6 Months or More Before the Wedding

- ☐ Book your photographer and videographer
- ☐ Begin researching and booking your caterer if not included with your venue
- ☐ Book your DJ or band
- ☐ Start shopping for your wedding dress. Allow 4 to 6 months for alterations
- ☐ Book your florist and discuss your vision
- ☐ Send save-the-dates, especially if you have out-of-town guests
- ☐ Book your officiant
- ☐ Research and book your hair and makeup artists
- ☐ Begin planning your honeymoon and book travel if needed
- ☐ Book a room block at a nearby hotel for out-of-town guests
- ☐ Confirm your venue's vendor requirements and restrictions
- ☐ Schedule a tasting with your caterer if applicable
- ☐ Purchase your wedding insurance policy if you have not already

Venue 92 hosts one event per day.
Your wedding will never share the date with anyone else.
See what is available at venue92.com.

Venue 92 Tip: Ask your venue if they have a preferred vendor list. A good preferred vendor list saves you hours of research and connects you with professionals who already know the space. Venue 92 maintains a curated list of trusted vendors who have worked in our space and know how to make your day run smoothly.

3 to 1 Months or More Before the Wedding

- ☐ Send formal invitations (6 to 8 weeks before the wedding)
- ☐ Finalize your ceremony and reception timeline with your coordinator
- ☐ Schedule final dress fittings
- ☐ Confirm all vendor bookings and share the day-of timeline with each one
- ☐ Arrange transportation for the wedding party if needed
- ☐ Create your seating chart once RSVPs are in
- ☐ Write your vows if doing personal vows
- ☐ Purchase wedding party gifts
- ☐ Break in your wedding shoes
- ☐ Confirm your rehearsal dinner details
- ☐ Provide your final guest count to the venue and caterer
- ☐ Confirm day-of contact information for every vendor
- ☐ Prepare an emergency kit (safety pins, stain remover, pain reliever, etc.)

Venue 92 Tip: Share your finalized vendor list with your venue coordinator at least 30 days out so everyone is aligned on arrival times and logistics.



Wedding Week & Day Of

- ☐ Confirm all vendors one final time
- ☐ Attend your rehearsal and rehearsal dinner
- ☐ Delegate day-of tasks to your wedding party or coordinator
- ☐ Pack your emergency kit and personal items for the venue
- ☐ Get a good night of sleep
- ☐ Eat breakfast on your wedding morning
- ☐ Give yourself extra time to get ready. Everything takes longer than expected
- ☐ Hand off vendor payments or tips to a trusted person
- ☐ Take a quiet moment with your partner before the ceremony begins
- ☐ Enjoy every single minute. It goes faster than you think



2. What Does a Wedding Actually Cost?

A Realistic Guide to Budgets and Protecting Your Investment

Two of the most stressful parts of wedding planning are figuring out how much to spend and worrying about what happens if something goes wrong. This section gives you a clear-eyed look at both.



How to Build a Wedding Budget That Actually Works

The average wedding in the United States costs between \$25,000 and \$35,000, but that number means very little on its own. What matters is understanding where the money goes and how to allocate it in a way that reflects your priorities.

A general starting point for budget allocation:

CATEGORY	PERCENTAGE OF TOTAL BUDGET
Venue (including catering, if all-inclusive)	35–40%
Photography & Videography	10–15%
Flowers & Decor	8–12%
Music (DJ or band)	5–10%
Attire (dress, suit, accessories)	5–8%
Officiant and ceremony costs	2–3%
Hair & Makeup	2–4%
Invitations & Stationery	2–3%
Transportation	2–3%
Wedding cake or desserts	2–3%
Favors & Gifts	2–3%
Miscellaneous and buffer	5–8%

The most important thing to know about wedding budgets:

All-inclusive venues often cost less than they appear. When a venue includes catering, tables, chairs, linens, setup, and cleanup in one package price, the total is frequently lower than piecing together the same services from separate vendors. Before you compare venue prices, make sure you are comparing the same scope of services.

Venue 92 Tip: Our all-inclusive packages start at \$18,500 and cover the venue, catering, tables, chairs, linens, setup, and cleanup. When you add up what those individual services would cost from separate vendors in the Atlanta market, the difference is often significant.

Wedding Insurance: The One Thing Most Couples Skip & Regret

Wedding insurance is not glamorous. It is not something you will post about on Instagram. But it is one of the smartest things you can do to protect the money you are investing in your wedding day.

What Wedding Insurance Covers:

Wedding insurance typically covers cancellation or postponement due to severe weather, sudden illness, or other circumstances outside your control. It can also cover vendor no-shows, venue closure, damage to wedding attire, and lost deposits if a vendor goes out of business before your wedding.

Two Types to Know About:

Cancellation and postponement insurance reimburses you for non-recoverable costs if your wedding has to be cancelled or moved due to a covered reason. Liability insurance covers property damage or bodily injury that occurs during your event. Many venues, including Venue 92, require couples to carry liability insurance as part of their contract.

What it typically costs:

A basic wedding insurance policy starts at around \$75 to \$200 depending on coverage level and total wedding cost. For the protection it provides on a \$20,000 to \$40,000 investment, it is one of the most cost-effective decisions you can make.

When to buy it:

Purchase your policy as soon as you have booked your venue and put down a deposit. The sooner you are covered, the better.

Venue 92 Tip: Check with your venue about their specific insurance requirements before you purchase a policy. We are happy to walk you through our requirements when you schedule your tour.

Have questions about what Venue 92 requires? We are happy to answer them.
Reach out at venue92.com or call us at 678.744.5560

3. Questions to Ask Every Venue before You Sign

15 Questions Most Couples Forget to Ask

Touring a venue is exciting. The space looks beautiful, the coordinator is warm, and it is easy to get swept up in the vision of your wedding day. But before you sign anything, there are some very important questions to ask, and the answers will tell you a lot about whether a venue is truly the right fit.

Use this list at every venue you tour. Bring it with you, take notes, and do not be afraid to ask follow-up questions. A great venue will welcome every single one of these.

We welcome every question on this list (and any others).

Schedule your Venue 92 tour and bring it with you.

The Essential Questions

1. What is included in the rental fee?

Ask for a complete list in writing. Some venues include tables, chairs, linens, and uplighting. Others charge for each item separately. Know exactly what you are getting before you compare prices.

2. Is there a required vendor list, or can we bring our own?

Some venues require you to use their preferred caterers, bartenders, or other vendors. Others give you full flexibility. Know this upfront so there are no surprises.

What to look for: A venue with a preferred vendor list is not the same as a venue with a required vendor list. Preferred vendors are vetted professionals the venue trusts. Required vendors limit your choices entirely. Ask which category applies and what flexibility you have.

3. What is the capacity for both the ceremony and the reception?

Ask for the maximum seated capacity and the comfortable capacity. These are often different numbers.

4. How many events do you host on the same day?

If a venue books multiple events in one day, ask how they manage transitions, noise, and parking between events.

5. What is your cancellation and rescheduling policy?

Read this carefully. Understand what happens to your deposit if you need to change your date or cancel entirely.

6. Is there a noise ordinance or music cutoff time?

This matters more than most couples realize. Know when the music has to stop and whether there are restrictions on outdoor amplified sound.

7. What is the parking situation for guests?

Ask about the number of spaces, whether parking is free, and whether there is overflow parking nearby for larger guest counts.

8. Is the venue accessible for guests with mobility needs?

Confirm that the ceremony and reception spaces are accessible and that there are accessible restrooms available.

And the Questions most Couples Forget

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4. The Vendor Evaluation Guide

How to Choose the Right Vendors

Your venue sets the stage, but your vendors bring the day to life. Choosing the right team makes the difference between a wedding that runs smoothly and one that leaves you stressed. This section gives you a focused guide to evaluating each key vendor category so you know exactly what to look for and what questions to ask.

Here's what to look in Each Key Professional



Photographer & Videographer

Your photos and video are the only things you will have left when the wedding day is over. This is not the place to cut the budget.

What to look for in a photographer:

Review full wedding galleries, not just highlight reels. Any photographer can produce 20 beautiful images. You want to see what an entire wedding day looks like in their hands, from getting ready through the last dance. Look for consistent editing style, natural expressions, and strong work in low-light reception settings.

Ask how many weddings they shoot per year and whether they have a second shooter. Confirm they have backup equipment and a plan if they become ill before your wedding.

What to look for in a videographer:

Watch full-length films, not just trailers. Pay attention to audio quality, not just visuals. A beautiful film with muffled vows or a distorted ceremony is a disappointment you cannot fix later. Ask whether they use wireless microphones on the officiant and groom.

Questions to ask both:

How long after the wedding will we receive our final images or film? Who owns the rights to the images? Can we print them freely? Do you have liability insurance?

Venue 92 Tip: Our preferred vendor list includes photographers and videographers who know our space well. Ask us for recommendations when you tour.

Want access to our full preferred vendor list? It is yours when you schedule a tour.
venue92.com

CATERING, FLORIST, AND MUSIC

Catering:

If your venue does not include catering, you will need to hire an outside caterer. Ask for a tasting before you sign any contract. A caterer who will not offer a tasting is a red flag. Confirm whether they handle setup and breakdown, whether they provide serving staff, and what their policy is on leftovers.

Ask for a complete per-person price breakdown including service charges and gratuity. Catering invoices often look very different from the initial quote once those fees are added.

Florist:

Look for a florist whose portfolio includes weddings in a similar style to yours. A florist who specializes in lush, garden-style arrangements may not be the right fit if you want something sleek and modern.

Ask how many weddings they take on per weekend. A florist who is delivering to four weddings on the same day as yours may not give your event the attention it deserves. Ask who will be on-site for setup and whether they return at the end of the night to collect rentals.

DJ or Band:

Ask to see a performance video or attend a live event where they are performing. A DJ's online presence tells you very little about how they read a room and manage the energy of a real crowd.

Confirm they have backup equipment and ask about their process for taking song requests and do-not-play lists. Discuss how they handle the flow between ceremony, cocktail hour, and reception so the transitions feel seamless.

HAIR, MAKEUP, AND OFFICIANT

Hair and Makeup:

Book a trial appointment before your wedding day. This is non-negotiable. A trial lets you see the finished look in advance, make adjustments, and arrive on your wedding morning with confidence rather than anxiety.

Ask how many people they can accommodate in your getting-ready window and whether they bring an assistant for larger wedding parties. Confirm their policy on travel fees if they are coming to your venue.

Officiant:

Your officiant sets the tone for the most important 20 minutes of your wedding day. Meet with them in person or on video before you book. A good officiant will ask about your relationship, your story, and how you want the ceremony to feel. An officiant who sends you a generic contract without any personal conversation is not the right fit.

Ask whether they are legally ordained in Georgia and whether they handle the marriage license paperwork or whether that is your responsibility.

A note on contracts for every vendor:

Every vendor you hire should provide a written contract. Read it fully before you sign. Confirm the date, time, location, scope of services, payment schedule, and cancellation policy are all clearly stated. If something is promised verbally, ask for it to be added to the contract in writing.

Want access to our full preferred vendor list? It is yours when you schedule a tour.
venue92.com

5. THE VENUE COMPARISON WORKSHEET

Rate Up to Three Venues Side by Side

You have done your research. You have toured a few spaces. Now comes the part where you have to actually decide. This worksheet is designed to help you compare your top venues objectively, so the right choice becomes clear.

Rate each venue on a scale of 1 to 5 for each category. Add up the totals at the bottom. Then trust your gut on the rest.



Rate Your Top Venues

Score each venue from 1 (poor) to 5 (excellent) in each category. Add up your totals at the bottom.

Category	Venue 1	Venue 2	Venue 3
Overall first impression when you walked in			
Style and aesthetic match for your vision			
Capacity (fits your guest count comfortably)			
Pricing (fits your budget without major compromises)			
What is included in the rental fee			
Vendor flexibility (can bring your own or good preferred list)			
Indoor and outdoor space options			
Parking and accessibility for guests			
Bridal suite and getting-ready space			
Coordinator responsiveness and warmth			
Backup plan for weather or unexpected issues			
Proximity to hotels and accommodations			
Insurance requirements clearly communicated			
Gut feeling (hard to explain, but you know)			
TOTAL SCORE	/70	/70	/70

Have not toured Venue 92 yet? Add us to your list.
We think you will like what you find. Schedule at venue92.com.

Your Notes

Use this space to capture anything that stood out during your tours.

Venue 1:Name: _____

Date toured: _____

Coordinator name: _____

Notes:

Venue 2:Name: _____

Date toured: _____

Coordinator name: _____

Notes:

Venue 3:Name: _____

Date toured: _____

Coordinator name: _____

Notes:

Ready to See What Venue 92 Can Do for Your Wedding?

We hope this toolkit made the planning process feel a little less overwhelming and a lot more exciting. You deserve a wedding day that feels completely, uniquely yours, and we would love to be part of making that happen.

Whether you want to build your event from scratch with our a-la-carte options, take advantage of our all-inclusive packages, or something in between, we make it easy. We also maintain a curated list of preferred vendors, from florists and photographers to DJs and caterers, so you have trusted professionals ready to go the moment you book.

At Venue 92, we believe in flexibility, transparency, and making the process as easy as possible for every couple we work with. Our "Your Event Your Way" approach means you are never locked into a package that does not fit. Whether you want all-inclusive simplicity or the freedom to build your event from scratch, we will work with you to create something you will never forget.

We are located in Woodstock, Georgia, just 30 minutes north of Atlanta, and we would love to show you the space in person.

Schedule Your Tour Today
Visit venue92.com or call us at 678 744 5560.

We look forward to meeting you.

Instagram: @venue92

Facebook: Venue 92

Tiktok: Venue.92

