

{ POSSIBLE VENUES }

Site Name:

Phone Numbers:

Site Name:

Phone Numbers:

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Phone Numbers:

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Phone Numbers:



VENUE NOTES

1
 Site Name:
 Contact:
 Phone #:
 Address:
 Website & Email:
 References:
 Facility Fee?
 Tables & Chairs or other items included?
 Fee for Overtime?
 Parking Available? Fee? Valet?
 Cancellation Fee?
 Outside Catering Allowed?
 Site Coordinator?
 Site Insured?
 Restrictions (Candles, Photography, Music)?
 Package Discounts?
 Interview Notes:.....

2
 Site Name:
 Contact:
 Phone #:
 Address:
 Website & Email:
 References:
 Facility Fee?
 Tables & Chairs or other items included?
 Fee for Overtime?
 Parking Available? Fee? Valet?
 Cancellation Fee?
 Outside Catering Allowed?
 Site Coordinator?
 Site Insured?
 Restrictions (Candles, Photography, Music)?
 Package Discounts?
 Interview Notes:.....



VENUE NOTES

3

Site Name:
Contact:
Phone #:
Address:
Website & Email:
References:
Facility Fee?
Tables & Chairs or other items included?
Fee for Overtime?
Parking Available? Fee? Valet?
Cancellation Fee?
Outside Catering Allowed?
Site Coordinator?
Site Insured?
Restrictions (Candles, Photography, Music)?
Package Discounts?
Interview Notes:.....

4

Site Name:
Contact:
Phone #:
Address:
Website & Email:
References:
Facility Fee?
Tables & Chairs or other items included?
Fee for Overtime?
Parking Available? Fee? Valet?
Cancellation Fee?
Outside Catering Allowed?
Site Coordinator?
Site Insured?
Restrictions (Candles, Photography, Music)?
Package Discounts?
Interview Notes:.....

