

# Common FAQs to Include on Your EventUp Listing



Here is a list of common FAQs we see many event planners ask before choosing a venue. Choose some of these questions to answer and add to your EventUp listing's FAQs to secure more events.

## Guests

- How many people will your venue accommodate for specific floor plans?
- I have a smaller group than the minimum - do you have pricing for this?

## Rentals/Vendors

- Do you have a preferred/approved vendor list?
- What is included in the rental? (Tables, chairs, China, etc.)
- What is the rental time block, and does it include set-up/teardown?
- Do you allow additional hours to be added to a time block?
- Who sets up the rentals provided by the venue?

## Food & Beverage

- Do you offer in-house catering?
- Is there a usable kitchen on-premise?
- Can we bring our own alcohol?
- Can you accommodate dietary restrictions?

## Policies & Procedures

- What is the cancellation policy?
- Do I need insurance for my event?
- Have you implemented COVID safety measures?

## Miscellaneous

- When is the venue available for touring?
- Are there other events taking place on the same day or nearby?
- Do you have on-site parking?
- What type of staffing is provided during an event?
- What time can I show up before an event?
- Am I allowed to bring my own decorations?
- Does the space have AV capabilities?
- Can we play our own music or bring live entertainment?
- Can I provide my own event timeline?
- Are there separate rooms for the couple and their attendants to get ready?