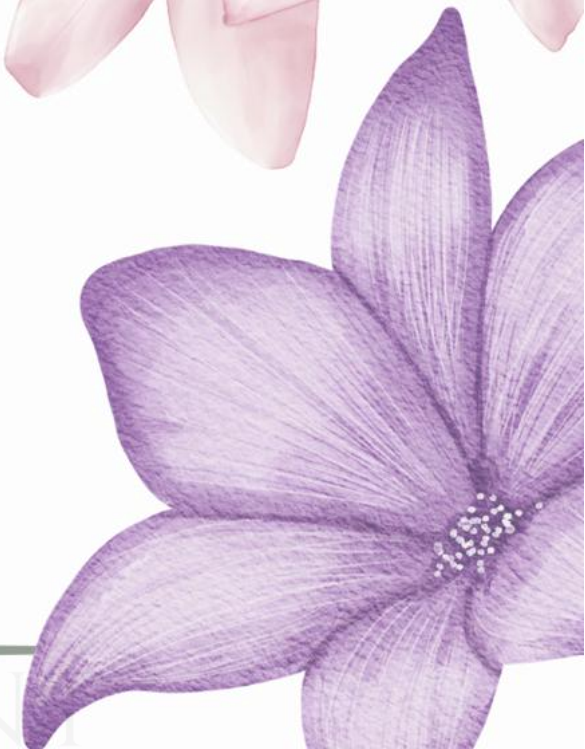




MODULE 2

Template letters



Letter to:

Location	p. 3
Photographer/ Videographer	p. 6
Catering.....	p. 7
DJ, music, animation.....	p. 8
Florist, decorations.....	p. 9
Transport.....	p. 10
Ceremonial Officiant.....	p. 11
Check List and general validation.....	p. 12

EVENT



(Choosing a place is not done on a whim, but on a realistic projection of your day)

Location:

Subject of the email:

Request for availability – marriage

Hello,

We are organizing our wedding and have fallen in love with your place.

Date: [date] Number of guests: [number]

Before going any further, could you confirm to us:

- Your availability on this date
- Capacity (meals and evenings)
- If the caterer is imposed or free
- Highlights of the services included
- A brochure or a price estimate

If your venue is a good fit for our wedding, we would love to follow up with you and discuss in more detail.

Thank you very much for your feedback, Have a nice day,

Sincerely, [First name(s)]

EVENT

(For you) Checklist for the venue

General information

- ♥ *Date confirmed with venue*
- ♥ *Signed contract with clear conditions*
- ♥ *Contact information for the primary contact on site.....*
- ♥ *Exact address / access for guests and service providers*

Capacity & Organization

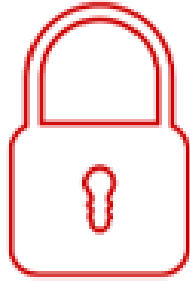
- ♥ *Verified venue capacity (number of guests)*
- ♥ *Number of rooms or spaces available confirmed.....*
- ♥ *Defined ceremonies, cocktails, dining and evening areas.....*
- ♥ *Seating plan or provisional layout possible.....*

Logistics & Technical

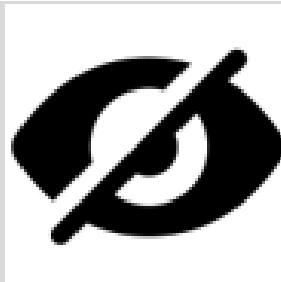
- ♥ *Easy access / parking available.....*
- ♥ *Planned signage or orientation of guests.....*
- ♥ *Functional electricity/water/lighting.....*
- ♥ *Sanitary facilities available and adapted to the number of guests.....*
- ♥ *Wifi/network or technical support if needed.....*

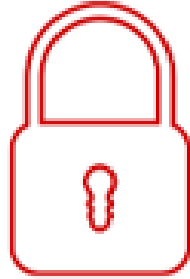
Conditions & Regulations

- ♥ *Time restrictions respected.....*
- ♥ *Noise restrictions / music allowed.....*
- ♥ *Possible authorizations or permits (municipality, town hall).....*
- ♥ *Safety and emergency exit compliant.....*



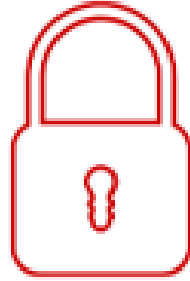
CONFIDENTIEL



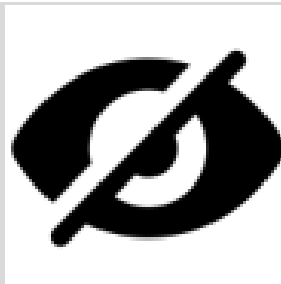


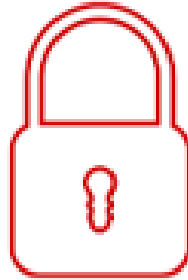
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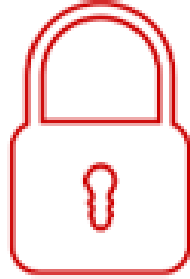
CONFIDENTIEL





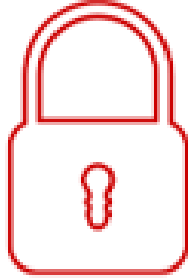
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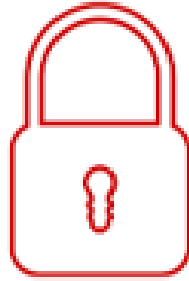
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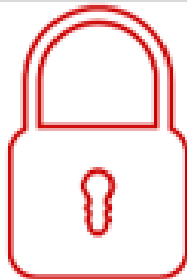
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