

Agree your guest numbers before comparing prices.

Two packages can sound similar while covering different parts of your day. Write down one guest plan and use it for every venue on your shortlist.

01 Separate day and evening guests.

Record guests attending during the day, then people joining only for the evening. If everyone stays, the evening total is both groups together.

02 Check what the venue means.

Ask whether its evening allowance is the total attending that evening or people joining later. Keep the venue's answer alongside the quote.

03 Keep unanswered questions visible.

Use "Not confirmed" until the venue gives you an answer. A blank figure does not mean the cost is included or zero.

A QUESTION YOU CAN SEND

"We're planning for 60 day guests, with 20 more joining in the evening. Does this package cover all 80 people in the evening? Please confirm what food and drinks are included for each group."