Fables Catering & Events

Outdoor wedding venue handover

Agree the details with your venue and caterer, then keep one current copy.

Event date

Venue

Plan updated

Day-of-event coordinator

Planning area	Agreed arrangement	Who confirms it	Confirmed / next action
Access & parking Entrance, ground and delivery/collection windows			
Guest & food routes Queues, paths and accessible routes			
Power, water & facilities Exact supplier needs and agreed provision			
Weather & lighting Alternative locations and who decides			
Food & timing Serving window and dietary handover			
Clearing & returns Waste, crockery and hired items			

Unresolved questions

Follow-up date

Use alongside your agreed quotation and site plan.