VenuHub's Planner Quick Guide

Tips for better matches, fewer emails, and faster responses

So, I am about to fill out the form, what should I know?

When you submit an inquiry, it is sent to **all VenuHub members** in our curated network that **could be a potential fit** based on your event details.

- Selecting **more venue types** *(Unique Venue, Private Dining, Hotel)*
- **And/or multiple regions** *(city/county)*
  → **Be prepared for a high volume of replies** since your inquiry may reach many venues.

Pro Tip: Be as **specific** as possible with your **event details, needs, and budget info** for **better matches** and **fewer irrelevant responses**.
Exception: If you're **short on time** or **urgently looking for a replacement venue**, keeping your request **broader** can help you **get more replies faster**.

How to Get Better, More Relevant Replies

Throughout the inquiry form, you'll see **free-form text fields** where you can add helpful details, including:

- **Date preferences & flexibility**
- **AV needs or must-haves**
- **Catering options or restrictions**
- **Budget clarity** *(overall vs. venue-only)*
- **How you envision your event** *(style, vibe, priorities)*

The **more context you share**, the **more targeted your replies** will be — venues can quickly **self-filter** and respond only when they're a good match. Be specific on what you don't want and do want.

But if you **need a fast solution** — for example, your **venue fell through** or your **event is next week** — leaving your inquiry **broader** can help you **hear from more venues quickly**.

Example: Broad vs. Specific

Inquiry Type	Venue Selection	Who Receives It	Who Replies
Broad Inquiry: "Looking for a venue in Denver for 150 guests, May 12th + flexible on dates — any Tuesday in May or June works."	Unique Venue + Private Dining + Hotel	Sent to 80+ venues	Expect a high volume of replies, which may be helpful if you need options fast
Specific Inquiry: "Private dining space for 40 guests in downtown Denver, firm date May 12. Overall budget $5,000 including venue, dinner, and open bar with tax and gratuity included. Built-in AV is a perk but not required."	Private Dining Only	Sent to the same 80+ venues	Best-fit venues reply first ✅; venues outside your needs are less likely to respond

Key takeaway:

- **All matching venues receive your inquiry**
- **Specific details improve reply quality, not distribution size**
- **Broader details** = **more replies, faster** *(helpful for last-minute needs)*

Budget Tips That Save Time

Use the **Additional Budget Information** field to help venues send the **most accurate replies**. In this section, you can include:

- Whether your number represents your **overall event budget** or **venue-only budget**
- Whether your budget is **firm** or **flexible**
- If you're **still gathering info** to present to your team
- **If you have a percentage of the overall budget allocated for the venue**

Example:

"Lunch Meeting for 20 people, buffet, coffee, tea, soft drinks, screen and projector, one long table of 20, firm total budget $1,000. Venue budget ≈ $600 of that."

→ Venues above that know not to reply, saving you time and inbox clutter.

Pro Tips for Better Matches

✅ Include your **event date** — and select Firm or Flexible
✅ Be **specific** about **guest count** and **event type**
✅ Use the **Additional Budget Information** field to **share priorities, preferences, and dealbreakers**
✅ Mention **must-haves** *(outdoor space, AV, private dining, etc.)*
✅ If you **want more options quickly** *(like last-minute needs)*, **leave details broader** so you receive **more responses**

Already Booked a Venue?

If you've secured a space or want replies to stop, **email us here**, and we'll notify our members so they don't continue reaching out.