

# EVENT VENUE CHECKLIST



EVENT TITLE		DATE(S)
VENUE NAME		CONTACT
VENUE ADDRESS		PHONE
		EMAIL
<input checked="" type="checkbox"/>	ITEM TO REVIEW / CONFIRM	COMMENTS
<input type="checkbox"/>	VENUE AVAILABILITY	
<input type="checkbox"/>	VENUE RENTAL FEE	
<input type="checkbox"/>	VENUE FEE DEPOSIT POLICY	
<input type="checkbox"/>	ADDITIONAL FEES	
<input type="checkbox"/>	EARLY ACCESS POLICY	
<input type="checkbox"/>	ACCESS DATES AND TIMES	
<input type="checkbox"/>	CAPACITY - AREA 1	
<input type="checkbox"/>	CAPACITY - AREA 2	
<input type="checkbox"/>	CAPACITY - AREA 3	
<input type="checkbox"/>	ENTRANCE AREA	
<input type="checkbox"/>	RECEPTION AREA	
<input type="checkbox"/>	ADDITIONAL CONCURRENT EVENTS AT VENUE	
<input type="checkbox"/>	SIGNAGE PROVIDED	
<input type="checkbox"/>	SIGNAGE OPPORTUNITIES	
<input type="checkbox"/>	CURB APPEAL	
<input type="checkbox"/>	DIRECTIONS FOR GUESTS	
<input type="checkbox"/>	PARKING FEES	
<input type="checkbox"/>	PARKING CAPACITY / ACCOMMODATIONS	
<input type="checkbox"/>	PARKING LOCATION	
<input type="checkbox"/>	VALET PARKING	
<input type="checkbox"/>	BUS RENTAL	
<input type="checkbox"/>	BUS PICK-UP	
<input type="checkbox"/>	BUS DROP-OFF	
<input type="checkbox"/>	ADA ACCESS	
<input type="checkbox"/>	SHIPMENTS - DAY OF	
<input type="checkbox"/>	DELIVERIES - DAY OF	
<input type="checkbox"/>	EARLY SHIPMENTS AND DELIVERIES VENUE POLICY	
<input type="checkbox"/>	AUDIO / VISUAL STAFF	
<input type="checkbox"/>	LIGHTING SET-UP AND EQUIPMENT	
<input type="checkbox"/>	SOUND SET-UP AND EQUIPMENT	
<input type="checkbox"/>	WIFI ACCESS	
<input type="checkbox"/>	STAGE AREA LOGISTICS	

<input type="checkbox"/>	DECORATIONS - VENUE PROVIDED	
<input type="checkbox"/>	DECORATIONS - COORDINATOR TO PROVIDE	
<input type="checkbox"/>	DECORATIONS - VENUE POLICY (Hanging, tape, nails, hooks, etc.)	
<input type="checkbox"/>	DESCRIPTION OF EXISTING DÉCOR	
<input type="checkbox"/>	CATERING POLICY / EXCLUSIVE CATERING	
<input type="checkbox"/>	CATERING - APPETIZERS MENU	
<input type="checkbox"/>	CATERING - APPETIZERS COST PER PERSON	
<input type="checkbox"/>	CATERING - MEAL MENU	
<input type="checkbox"/>	CATERING - MEAL COST PER PERSON	
<input type="checkbox"/>	CATERING - DESSERT MENU	
<input type="checkbox"/>	CATERING - DESSERT COST PER PERSON	
<input type="checkbox"/>	CAKE-CUTTING FEE	
<input type="checkbox"/>	BEVERAGES - SOFT DRINKS AND WATER COST PER PERSON	
<input type="checkbox"/>	BEVERAGES - COFFEE AND TEA COST PER PERSON	
<input type="checkbox"/>	BEVERAGES - BAR FEES	
<input type="checkbox"/>	BARTENDING FEES	
<input type="checkbox"/>	SET-UP FEES	
<input type="checkbox"/>	TEAR-DOWN FEES	
<input type="checkbox"/>	ADDITIONAL STAFF PROVIDED	
<input type="checkbox"/>	ADDITIONAL STAFF FEES	
<input type="checkbox"/>	CLEANING FEES	
<input type="checkbox"/>	PET POLICY	
<input type="checkbox"/>	PYROTECHNICS POLICY	
<input type="checkbox"/>	NOISE / VOLUME POLICY	
<input type="checkbox"/>	PROXIMITY TO GUEST ACCOMMODATIONS	
<input type="checkbox"/>	DISCOUNTED / PARTNER ACCOMMODATIONS	
<input type="checkbox"/>	GREEN ROOM / PREP AREAS	
<input type="checkbox"/>	KITCHEN FACILITIES	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

<https://www.sdcreativeevents.com/event-tools/>