

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 EVENTS AT VENUE CONCURRENTLY		
<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 & 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		

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<input checked="" type="checkbox"/>	ITEM TO REVIEW / CONFIRM	COMMENTS	
<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 TEE 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		

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