

## EVENT VENUE CHECKLIST

|  |                                                                                  |                                                                |                 |  |
|--|----------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------|--|
|  | <b>EVENT TITLE</b>                                                               |                                                                | <b>DATE(S)</b>  |  |
|  | <b>VENUE NAME</b>                                                                |                                                                | <b>CONTACT</b>  |  |
|  | <b>VENUE ADDRESS</b>                                                             |                                                                | <b>PHONE</b>    |  |
|  |                                                                                  |                                                                | <b>EMAIL</b>    |  |
|  |  | <b>ITEM TO REVIEW / CONFIRM</b>                                | <b>COMMENTS</b> |  |
|  |                                                                                  | VENUE AVAILABILITY                                             |                 |  |
|  |                                                                                  | VENUE RENTAL FEE                                               |                 |  |
|  |                                                                                  | VENUE FEE DEPOSIT POLICY                                       |                 |  |
|  |                                                                                  | ADDITIONAL FEES                                                |                 |  |
|  |                                                                                  | EARLY ACCESS POLICY                                            |                 |  |
|  |                                                                                  | ACCESS DATES AND TIMES                                         |                 |  |
|  |                                                                                  | CAPACITY - AREA 1                                              |                 |  |
|  |                                                                                  | CAPACITY - AREA 2                                              |                 |  |
|  |                                                                                  | CAPACITY - AREA 3                                              |                 |  |
|  |                                                                                  | ENTRANCE AREA                                                  |                 |  |
|  |                                                                                  | RECEPTION AREA                                                 |                 |  |
|  |                                                                                  | SIGNAGE OPPORTUNITIES                                          |                 |  |
|  |                                                                                  | CURB APPEAL                                                    |                 |  |
|  |                                                                                  | DIRECTIONS FOR GUESTS                                          |                 |  |
|  |                                                                                  | PARKING FEES                                                   |                 |  |
|  |                                                                                  | PARKING CAPACITY                                               |                 |  |
|  |                                                                                  | DELIVERIES - DAY OF                                            |                 |  |
|  |                                                                                  | EARLY SHIPMENTS AND DELIVERIES VENUE POLICY                    |                 |  |
|  |                                                                                  | WIFI ACCESS                                                    |                 |  |
|  |                                                                                  | STAGE AREA LOGISTICS                                           |                 |  |
|  |                                                                                  | LIGHTING                                                       |                 |  |
|  |                                                                                  | DECORATIONS - VENUE POLICY (Hanging, tape, nails, hooks, etc.) |                 |  |
|  |                                                                                  | CATERING POLICY / EXCLUSIVE CATERING                           |                 |  |
|  |                                                                                  | CATERING - APPETIZERS MENU                                     |                 |  |
|  |                                                                                  | CATERING - APPETIZERS COST PER PERSON                          |                 |  |
|  |                                                                                  | CATERING - MEAL MENU                                           |                 |  |
|  |                                                                                  | CATERING - MEAL COST PER PERSON                                |                 |  |

# EVENT VENUE CHECKLIST

|  |  |                                                   |  |
|--|--|---------------------------------------------------|--|
|  |  | CATERING - DESSERT MENU                           |  |
|  |  | CATERING - DESSERT COST PER PERSON                |  |
|  |  | BEVERAGES - SOFT DRINKS AND WATER COST PER PERSON |  |
|  |  | BEVERAGES - COFFEE AND TEA COST PER PERSON        |  |
|  |  | BEVERAGES - BAR FEES                              |  |
|  |  | BARTENDING FEES                                   |  |
|  |  | SET-UP FEES                                       |  |
|  |  | ADDITIONAL STAFF PROVIDED                         |  |
|  |  | ADDITIONAL STAFF FEES                             |  |
|  |  | CLEANING FEES                                     |  |
|  |  | KITCHEN FACILITIES                                |  |