



## Event Site Visit Template

Client:	
Event Date(s):	Load In:
Venue:	Site Visit Date:
Details	Notes
<b>Arrivals/Outside</b>	
Is it easy to find?	
Is there convenient public transportation nearby?	
Ample Parking? Valet? Self?	
Lighting at arrivals?	
Where is the load in area? Is load in easy? Stairs? Etc?	
Is additional signage and/or banners permitted (we would bring)?	
<b>Venue Layout</b>	
Where is check-In?	
What spaces will be used?	
Can the venue provide CAD Drawings/PDF's of the site?	
What is the room capacity? Seated? Cocktails?	
Does the venue compose the diagrams/layout?	
Can the room be smaller/bigger	
What are the measurements of the space?	
<b>Event Space</b>	
Does the space come with any equipment, can you provide a list? Tables, chairs, stages?	
Do you have policies and procedures we need to follow?	

What are restrictions on decorations?	
What are restrictions on lighting/sound?	
What staff are included with the facility?	
Are there any hang points?	
Are there any height or weight restrictions?	
Where are the restrooms? How many toilets are there?	
What time can we get into the space?	
What time do we need to be out of the space?	
Is water available?	
What is the trash situation? Is there recycling?	
<b>Vendors</b>	
Do you have required vendors – ie: Audio Visual, Catering, etc? Do you have a preferred list?	
What are wireless capabilities?	
Are there additional costs for power?	
Are we required to use certain staffing? Union labor?	
What do you require for outside vendors? Insurance? Anything else?	
Are there any fees for using outside vendors (if permitted)?	
Do you allow donated product? Alcohol?	
<b>Fees</b>	
What do the fees include?	
What are other costs that could be associated with holding an event at the location?	
Are there discounts for non-profits?	



Explanation of payment schedule?	
<b>Other</b>	
Do you offer storage? Can we ship materials in advance?	
Do you have a business office on site or access printers, copiers.	
Do you have green rooms/production space?	