



Event Venue Checklist

| | | | |
|---------------------------------------|--|--|--|
| Venue Name | | | |
| COST | | | |
| Overall cost | | | |
| What is all included in cost? | | | |
| Deposit (amount & due date) | | | |
| Is there a cancellation clause? | | | |
| BUILDING | | | |
| Room dimensions | | | |
| # of people space can accommodate | | | |
| Color scheme & décor | | | |
| Special features & design elements | | | |
| Parking | | | |
| Cleanliness | | | |
| Handicap/wheelchair accessible | | | |
| # of restrooms | | | |
| Lighting | | | |
| Noise | | | |
| FOOD & BEVERAGE | | | |
| On-site catering available | | | |
| Cost per plate/person | | | |
| Additional service charges and tax | | | |
| Served or buffet-style | | | |
| Off-site catering & carry ins allowed | | | |
| Tables & chairs | | | |
| Table linens & centerpieces | | | |



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| A/V EQUIPMENT | | | |
|------------------------------------|--|--|--|
| Technician available | | | |
| Internet access/Wi-Fi | | | |
| Projectors | | | |
| Screens & monitors | | | |
| Microphones | | | |
| Speakers/amplifiers | | | |
| # of plug ins | | | |
| Extension cords & surge protectors | | | |
| Printers | | | |
| Whiteboard | | | |
| Copy/fax machine | | | |
| CONTACTS | | | |
| Event coordinator | | | |
| Catering/Chef | | | |
| A/V Technician | | | |
| Other | | | |
| NOTES | | | |
| Additional information | | | |