

Venue Selection Checklist

Venue Name _____ Address _____
Contact Name _____ Phone _____
Number attending the event _____ Maximum occupancy _____

1. **Space** – Tables, chairs, aisles, stage, audio/visual equipment, silent/live auction tables, bars, entertainers.
2. **Extra rooms** – for coat-check and volunteers? Will you need a secure room to lock up auction items, purses and other valuables? Will you need dressing rooms?
3. **Obligation to pay** – What is the deposit, payment, and cancellation policy? Are gratuities mandatory or optional?
4. **Insurance requirements**
5. **Restrictions**
6. **Services** – Understand the services provided by the facility and whether someone from the facility will be on hand during the event. Does the facility have a list of suppliers they prefer to use?
7. **Restrooms** – Can they handle all your guests without long waiting lines? Are they maintained with paper products and kept clean? Who pays for that? Do you need outside Port-a-Potties?
8. **Electricity** – Are there enough outlets? Are the outlets placed conveniently? Is there a danger of blowing a fuse with the lighting and sound equipment? Where is the fuse box? How do you reset the fuses?
9. **Lighting** – Will you be able to adjust the lighting down for a video presentation, and up for the live auction? Will lighting be adequate during the season and time of the event?
10. **View impediments** – Are there posts or other obstacles that would obstruct anyone’s view of the stage?
11. **Acoustics** – Is there a bad echo in the room?
12. **Climate control** – Will you be able to control the heating in case it turns cold, and the air conditioning in case body heat from all your guests causes the temperature to rise to an uncomfortable level?
13. **Accommodations for the disabled** – Can people in wheelchairs access all areas of the event including restrooms? Is the facility in compliance with the Americans with Disabilities Act (ADA)?
14. **Renovation plans** – Will any renovations be going on during your event that will cause a disruption?
15. **Tent heaters** – A warm day in a tent can turn cold at night. Will your guests be uncomfortable without a heat source?
16. **Mosquitoes** – A warm day outside without bugs could turn into a feeding frenzy for bugs after the sun goes down.
17. **City noise ordinance** – Should there be concern? Can you get an Ordinance Variance to allow you to be noisy past the designated ordinance time? Check with your local and city governments for local and city noise ordinances and variances.
18. **Other city ordinances** – Are there any other restrictions for a large gathering outside.
19. **Sound system** – Will you have to rent sound equipment from an outside source?
20. **Video system** – Is there a good place to show your video or PowerPoint presentation?
21. **Parking** – Is there enough parking for guests? Will there be a long walk for guests? Will guests feel safe in the parking lot? Will you have to arrange a shuttle bus or valet parking? Will you need to distribute parking validations so your guests won’t have to pay to park?
22. **Delivery access** – Will you be able to drive trucks close for easy delivery or will you have to carry food, equipment, and other items by hand over a long distance? Will you have unlimited access to loading zones, or will there be strict time restrictions? Who else will require the use of your loading zones?
23. **Bad weather plan** – if your venue is outside, will there be somewhere for guests to escape a rain storm?

24. **Portable flooring on top of grass** – for those wearing high heels or those who are disabled.
25. **Alcohol** – Check the laws for serving alcoholic drinks. You may need a license to serve drinks.
26. **Insurance** – What if a guest trips and gets hurt? You'll need a 1-day policy
27. **Placement of decorations and banners** – Are there any restrictions for decorating or hanging banners? Are there hooks or otherwise good places on which to hang banners?
28. **Setup start time** – How early in the day can you take over the facility to get things ready? Can you start setting up the day before?
29. **Freight elevator** – How big and how many? Will it be adequate?
30. **Zoning regulations** – Will the city allow you to hold a gathering there? Erect a tent?
31. **Facilities for food preparation** – Are they adequate? Within legal regulations?
32. **Distractions** – Will your guests be distracted by a noisy street or hallway, a clanky heating system, a nearby racetrack, or another function going on next door?
33. **Tables and chairs** – Are tables and chairs included with the venue or will you have to rent them from an outside provider? Are table coverings included with the tables?
34. **Emergency exits** – Are they clearly marked? Be careful not to obstruct them.
35. **Security** – Is security provided?
36. **Cleanup** – When do we need to be out by?
37. **Necessary items** – Some venues, such as hotels and conference centers will require you to use (and pay extra for) items you may need. Find out in advance what they are. These items can include:

Tables and chairs	Curtains	Easels
Table coverings	Sound equipment	Extra lighting such as spotlights
Stage and podium	Extension cords	Projectors and screens
Venue staff		

38. **Get references** – Find out what other groups have recently used the facility and call them before you sign anything.
39. **Get contact information** – Get phone numbers and cell numbers of people for questions before and during the event. Note: always carry vendor contact information on the day of your event so you don't have to waste time looking up a phone number if you need it.
40. **Get it in writing** – Make sure you get ALL agreements in writing before you put down a deposit. Do not assume any verbal agreement will happen the way you expect.