

Cover Sheet

Summary

The event site checklist is a living-working document.

Meaning, it is constantly evolving. The intent of this general checklist guide **is** for off-premise caterers and event planners.

Adjust the check list for your unique needs. Depending on the type of work you do, the physical location and seasonal changes-challenges around the country.

Written in Word so you can copy and adjust to your specific needs. Different people like to organize information in different ways. Do what work works best for you.

Often users tell me they have created specific venue versions. Meaning, that even though they have worked a venue several times, the template was created specifically for that location, calling out **important points** and **upsell opportunities**!

Questions? Got a tip to make this better? I am all ears. Let me know. Send an email.

Thanks for your time and interest. Best wishes with your events!

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Site-Venue Inspection Checklist

Event Name _____

Event Date _____ DOW: S M T W T F S In House Rep _____

Prepared By _____

Proposal or Project Job Number _____

Type: Purpose of Event

Event Type? Private Public Likely to draw protesters, crowds?

Theme? _____

Goal or Objective of this event?

Are special-unique colors to be used? No Yes _____

Pantone Color
Numbers? _____

Are special-unique logo Brand Identification elements to be used? No Yes ___
Brand Graphics Standards Guide? Details _____

Guest Demographics: Age Ranges _____

Guest Arrival Time _____ AM PM

Conclusion _____ AM PM

How many guests expected _____

Client Name _____

Client Contact _____

Client Phone Number (_____) _____ Ext _____

Client Fax (_____) _____

Client Cell Phone Number (_____) _____

Client Email Address _____

Client website URL _____

Event URL _____

Event FB Page _____

Instagram _____

Approval Authority _____

Email _____

Office Phone _____

Office Fax _____

Cell Phone _____

Client Billing Information

Name _____

Title _____

Address _____

City _____ St _____ Zip _____

Off Phone (_____) _____

Fax (_____) _____

Email _____

Billing Codes or Invoice Reference

Data _____

Date of Site Inspection _____ **Time** _____

House Sales Rep. _____

House Planner _____

House Production Assistant _____

Client "Retained" Planner

Outside Planner's Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone Number (_____) _____

Fax Number (_____) _____

Cell Phone (_____) _____

Email Address

Planner URL: www. _____

Planner FB _____

What time arrived on site? _____ **Am Pm** _____ **DOW:** M T W T F S S

Venue Name _____

Type of Venue? Theater Civic center Barn Beach Office Bldg Conference Center

Have we worked at this site before? No Yes: Check previous events folder for notes

How was venue selected? Client Planner House

Venue-Site Address

City _____ **St** _____ **Zip** _____

Phone Number (_____) _____

Fax Number (_____)_____

URL: www._____

Facebook

Yelp _____

Instagram_____

Tik Tok _____

Main Contact Name_____

Contact Title _____

Contact Office Phone (_____)_____ Ext. _____

Contact Cell Phone (_____)_____

2nd Contact Name (_____)_____

2nd Contact Title _____

2nd Contact Office Phone (_____)_____ Ext. _____

2nd Contact Cell Phone (_____)_____

Day of contact_____ cell phone

Site Emergency Contacts

Name _____

Cell _____

Email_____

Police 911

Fire Dept. 911

Paramedics 911

ER Hospital: Close by:_____

Security _____

Plans in place for General Evac Plan? No Yes Secure a copy

Fire _____

Forest Fire _____

Earthquake _____

Tornado _____

Tsunami _____

Snow _____

Hail _____

Ice _____

Flooding _____

Hurricane _____

Active Shooter _____

Bomb Threat _____

Terrorist _____

Union Labor Strike _____

Chemical Spill _____

Protestors _____

Media _____

Does venue have a Maximum Capacity? Layout Drawings

Standing? _____

Seating? _____

Wi-Fi on site? Included or fee? _____

Log in _____ Password? _____

Are the date(s) available?

Optional-Alternative Date?

Have exclusive use of the site or sharing?

If sharing? With who, type of event and guest count

Is there sound proofing in walls.

Wages

W = Where is what going and going on

A = Access; Guests and Staff: In, Out, Around,

G = Guest; Needs & Wants

E = Energy; Water, Fuel, Electricity

S = Service(s); Tray Passing, Bar, Stations, Buffet, Plated

Before going to the site

Look up in google maps for routing to site

Consider options and alternatives

What is nearby?

Gas Grocery Paramedics Police Fire

Other venues? _____

Is Public transportation nearby? No Yes _____

Roads affected by weather? Snow Rain Traffic

Get copies of and review:

Site plan,

Layout Dimensions of site

Layout dimensions of use areas Drawing to scale? Check on site for accuracy

Contracts

Policies:

Guidelines:

House Rules:

List of exclusive or preferred vendors?

Balloons?

Candles?

Open Flame, controlled flame?

Sparklers (Fireworks),

Birdseed

Does it affect the event?

Cancellation Policy

Force Majeure?

Union scale for pay? No? Yes? Other special local rates required

Venue Security

Provided? No Yes extra fee

Approved Outside Vendors

Insurance Requirements?

Need to be Named?

Does it affect the event?

How to contact be fore

How to contact Venue staff during event:

Walkie-Talkie, Cell Phone # _____ in person at post-location? _____

Feed the security guards? Others? Valet? Facilities staff? How many

Financial Requirements:

Deposits,

Fees,

Permits, Fire, Temp Occupancy, Entertainment, Liquor

Commissions,

Terms & Conditions

House Rules

**Liquor Service? No Yes, by whom? License holder? Preferred Exclusive?
Hours?**

Rentals needed? Exclusive, preferred open?

Refuse Disposal? Must Haul away? Specific location on site?

Smoking policy?

Designated locations? No Yes location_____

Parking:

On site? Free or a fee \$

Valet:

**No yes in house outside
cover**

Heater

Water-beverage

Directional signage

Lighting

Parking: Off site? Shuttle service, hours pricing

Does venue have remodeling or construction planned prior to event?

What else does the venue want from you?

What are the Venue contracts between what parties?

Venue and client? So are we as caterer, are a subcontractor to client?

Venue and caterer?

Separate contracts?

Check for requirements of other parties

Usual hours of operation Hous?_____

Is there a noise curfew? What Time ____ PM

Can we drop off the day before?

Can we pick up the day after?

How far is dining area from Kitchen? Distance and time and obstacles.

Online Venue Recon

Venue Website

Event Date Sunrise @ _____ AM Sunset @ _____ PM

Weather conditions for site inspection?

General weather conditions for day of event?

Temperature range during the event hours Max Min

Google Search of the venue

Bing Search

Yahoo Search

Google Images of Venue

Search for site name: Google, Yahoo, Bing

Yelp reviews

Biz Bash reviews articles o the Venue

The Knot reviews

Wedding Wire reviews

Wedding Location.com

TripAdvisor.com

Secure room to lock valuables in?

What is Nearby?

Other events the day **before**?

Other events nearby the **day of** that could impact traffic parking

Other events the **day after** that could impact event?

Construction nearby?

Filming?

Parades? 5-10K marathon Runs Other

Presidential Visit? proposed route

Sports event?

Gas-Diesel Station? Late night hours

Grocery Store

Liquor Source

Urgent Care

Police Sheriff

Paramedics Fire Dept.

Motel

Hotel

Taxi Service Ride Share Uber, Lyft Other

Food to go

Approach to Venue

Neighborhood Condition - Appearance?

Is the exterior is clean? feels safe good lighting, parking

Directional Signs: Parking entrance

Signage Prominent?

Address numbers easy to find at night?

Nighttime visit? For fall to early Spring Events at night

Are homeless camped out in proximity`-

First Impression on arrival?

Weeds in the side walk?

Guest Restrooms

Directional Signage

Condition clean, doors-latches lock

Handicap Access

Cleaning crew on site?

Extra supplies on site toilet paper?

Clean up tools, push broom, lobby pan, broom

Cleaning fee? N Y how much details?

Staff restrooms share with Guests? Or separate? Location condition

Administrative

Any other events scheduled on site the same day & time?

Any other event scheduled on site the day before?

Any other events scheduled on site the day after?

Written copy of Contract-Agreement including terms and conditions

Catering Agreement separate require commission/ or fee?

Layout drawings with dimensions (W X D X H) of rooms and space

Capacity of Rooms – Spaces

Kitchen prep area

Brides Room?

Grooms Room?

House Rules

Candles: No Yes Limitations

Open Flame:

Controlled Flame:

Balloons: No Yes

Sparklers: No Yes

Glitter: No

Hanging "things and stuff rules":

Policies:

Brochures

Refuse removal? Onsite recycling Caterer removes

Noise ordinance? Level and or enforcement time_____

Insurance Requirements

Does site require to be named as additional insured? No Yes

Permits Required:

Liquor Service: Site specific liquor license?

Tent

Entertainment

Union Imposed Regulations

Equipment on site to use Inventory: confirm counts sizes and condition of each

Tables

Chairs

Take pictures of for reference

Other

Ice Machine(s) on site? No Yes Can we use? Capacity_____ Cube Size _____

Any scheduled repairs, renovations remodeling where and when

Taxes,

Security deposit required? no yes amount

Fees for Cleaning,

Emergency equation plan in place?

Move in-out time policy

How early can set up the day of?

How late to clean up?

House, Prices, Corkage fee

Security by site? Included? What do you get?

or a fee?

Need to bring in?

Cleaning fee

Deposit held for damage. How do we get back? Timing

Exclusive and or preferred vendors.

What else do we need to know?

Noise Ordinance

OK to drop off the day before?

What's included in site rental? Tables, Chairs, Linens, Counts Colors, and type

Valet Included?

Storage room

Is there an area to store-for staging?

Rooms

Flooring surface, carpet,

Condition of flooring?

Wall surfaces, Conditions

Wall Lights dimmers,

Celling condition

Columns, obstructions

Screen in the room? Size_____ condition

Projector built in?

Location of Control?

Fire sprinklers in the ceiling

Fire extinguishers? Current Tags?

Sound system (mixer) in the rooms? Wireless or cable

How to adjust volume? Who will set and trouble shoot.

Stage in the room?

Lighting and location of controls?

Dance floor? No Yes condition _____ Size _____

Wall receptacles 15A or 20A

Circuit Break out

Do the doors to the room lock?

Fire exits postings-signs

Emergency plan of action-written

Area for trucks to unload and load and park

First aid station

Lobby Reception Area

Seating

Coat Check Room

Capacity

Attendant provided?

Check tags provided? Yes No

Hangers provided? Yes No

Display space

Amenities

Fireplaces: Location(s) Wood, Gas or Propane?

Access

Overhangs Height"

Low hanging trees,

Hedges or bushes to hit top of vehicles or scratch sides

Loading Dock

Location address? Does it register in Google maps?

Manager _____ Cell
Phone _____

Secured?

Does security inspect Vehicles?

Location, access from street

Height clearance from street to dock

Height of dock? _____ Dock levelers installed? Power or Manual

Parking limitations?

Challenges?

Access-distance to event area

Access-distance to kitchen area?

Freight elevators? Door width _____ Door Height _____ dimensions L _____ W _____
H _____

Do freight elevators need operator?

Do we need card or code to access?

Availability? 24/7 or scheduled?

Approaching the Venue Site

Can be found easily on google maps

Yahoo maps MapQuest

Access from Major Roads

Toll Roads

Freeway

Train-Metro link

Subway Stop Line #

Bus Route

Taxi Local Phone

Designated spot for Uber Lyft?

Where? Signage

Shuttle

Signage name well marked

Address well marked

Access to site gates, need keys and or access codes?

Fences

Does Security guards need an approved entry list

Easy to see at night?

Low hanging trees wide enough for trucks

Height clear for vans and trucks

What is nearby?

Feel safe welcoming, well maintained

Neighbor condition?

Does staff use a another entrance

Entrance

Address Numbers Visible

Signage

Lighting

Appearance – condition? Fits with theme

Parking Direction Signage

Overall condition and appearance?

Parking Lot

Directional signage?

Surface: Dirt Asphalt Concrete Gravel Pavers Grass

Drainage from rain and snow adequate

Lighting at night? Automatic Or manual who and where?

Clean? Weeds? Trash?

How many spaces? Spaces Marked?

Is CCTV on the parking lot?

Enough for guests+ staff + vendors?

Parking off site with shuttle

Shuttle responsibility?

Staff-vendor Parking separate?

Shuttle from distant lot

CCTV?

Lighting at night?

Self Parking

Valet Service

Exclusive? Preferred? Open?

On site Valet contact information

Designated Space

Cover for sun and rain Pop up-umbrella

Waiting Seating

Lighting provided?

Heater, when cold

Drinking Water Accommodation

Valet Insurance Provider named as additional insured

Main Bldg. Entrance

Appearance-condition

Handicapped access

Surfaces

Doors Condition

Windows clean open fixed

Window Coverings

Hallways

Lighting

Elevators for Guests? Capacity, condition size_____

Parking for staff?_____

Food preparation area Inside/outside?

Inside

Designated Kitchen

Adequate Ventilation?

Air Conditioning

Heating

Stoves

Gas/Propane

Propane storage source Tank Volume. Filled fpr event?

Electric induction? Need special vessels

Oven capacity

Will full size sheet pans (18" x 26") fit in?

Will full size insert pans (20.75" X 12.75") fit in?

Adequate lighting

Work tables surfaces provided

Load in access

Specific In – Out doors

Flooring condition, clean, matts

General condition clean, neat

Refrigeration, reach walk in Size

Freezer, reach-walk in Size

Sinks for washing?

Hand washing

Restrooms

Scullery Designation area

Special instructions for use and clean up

Event Rooms spaces

Name _____

Width _____ Length _____ Ceiling Height

AV?

Amenities

Built in dance floor? No yes Condition

Bar Beverage service

Site has license No Yes

House supplies

Hosted Cash see deatiuls on Proposal

Designated Built in bar area

Overall condition clean needs repair

Fountain gun working, who supplies syrups

Keg spigot

Glassware

Kosher Kitchen and bar Issues?

Lighting works, adjustable

Sinks? Working

Floor mats

Collecting Information Story Telling and Planning Tools

Business Cards

Clip Boards-Legal size

Laser Measure

Tape Measure 30'-2X

Tape Measure 100'-1

Tape measure 300'-1

Walking Tape measure Wheel -1

Plumb Bob 50' string

Blue Painters 1" Wide Tape Roll 1'

Mason line 4 rolls; Different colors

Sprinkler flags 12-12"

Metal stakes 6-12"

Plastic Wire Ties Assorted

Caulk-colored: white blue red

Paper sheets 11 x 17" plain/graph

Sketching clip board with clip 12" x 18"

Flashlight & extra batteries

Plug - Receptacle Check Sensor

Pencils, lead, red, blue

Eraser

Drawing temple

Drawing straight edge

Site provided layout drawings with dimensions

Measuring-marking apron

Digital Camera

Charged

Charger

Memory space

Extra storage card

Water Availability on site?

No Yes

Electrical Capacity on Site

Location of Breakers? Labeled circuits

Location of sub panels, Labeled?

How many circuits

Amperage Rating 15A 20A

Is outdoor lighting controlled with a photo cell? Timer? Manual?

Outdoor sprinklers are controlled clock-timer or manual

Set to be off during event?

Is there a backup generator on site? Certain designated plugs and lights?

Security Issues

Is there in house security staff?

Is there exclusive security service provider?

How many will be working event?

Required to feed?

Use walkie-talkies

Kind of insurance coverage do they have?

Any specific training? CPR? First aid? Other?

Relationship with local authorities?

Inside Rooms

Name_____

Floor Location ground other_____

Floor Plan

Dimensions Width_____ Length ceiling height

Location of doors _____ **Locking ?** access to kitchen emergency exits

Door dimensions

Location of electric plugs Rating 15A 20A **location of breakers**

Guest capacity seated_____ standing

Lighting adjustable **location of switches**

Heating air condition **Location of thermostat and controls**

Flooring Type, wood, laminate tile carpet condition stains?

Walls covering

Fire place?

Bar

projector built in

screen drop down?

Audio?

Micro phones **Mixer,, speakers**

WIFI Available access?

Outside Space

What activities will take place in the outdoor space?

Rough layout?

Note and orient directional N/S/E/W

Consider position of sun during event

Entry Decompression Zone flow of the event in the space

Over all condition? Feeling? Clean maintained?

Reception? Wedding service? Food service? Bar Service?

Dimensions of the area

Ground Surface Grass Concrete Asphalt Sand Pavers Dirt

Sprinkler exposed? Sprinklers on time or manual set to be off on day of

Is there grading for rain run off to drains?

Landscaping condition?

Trash cans

Any built in to use? Grill ovens

Odors? Animals, sewer

Is there lighting? How controlled? Timer Photo cell Manual

Designated smoking area. Down wind

To be tented or canopy No Yes Dimensions

Requires special permit? Who from? Fees-Costs

Is power distributed? Plugs 15A or 20A GFI Plugs

Does the area have handicapped access?

Is there emergency access out?

Overhead Utilities - Power Lines

Underground Utilities

Utility Markers:

Marker Color	Utility
White	Proposed excavation
Orange	CATA
Black	Water
Yellow	Gas or Steam
Green	Sewer
Red	Electric
Purple	Reclaimed water
Pink	Temp Survey Markings

Review Google satellite photo, What is what and what is nearby?

Built ins

Bars? Drain, counter back bar

BBQ? Flat top grill, Wood, gas propane

Are restrooms in proximity? Directional Signs? Conditions?

Workspace for prep

Can the space be designated as a no fly zone? (Celebrities and Paparazzi)

Is the wildlife loose on site? What type? Poop pick up

Horses, Bears, Deer, Skunks, Coyotes, Peacocks, Rabbits, Rattle Snakes, Raccoons

Insects: Misquotes, Bee hives? Ponds, lakes stream or standing water?

What is nearby? What adjoins the property? What goes on there? Affect event.

Trains? Highways, Manufacturing, another venue

Arrive On Site

Important: View as guest and View as the planner or partner

Ask: Who what why when where and how

Approach to the site

Signage

Location Numbering

Neighborhood appearance: What does it say?

Condition Maintained Appearance

Looks inviting? Clean surroundings

Doors and handles clean.

Windows clean?

Weeds in the sidewalk?

Lighting at night?

Landscaping condition?

Physical access to entrance?

Stairs? Handicapped access

Homeless lurking?

What's on either side? Does it affect the event?

What's across the street? Does it affect the event?

What else is nearby that could affect the event?

Cell Service?

Wi-Fi work? N Y Access codes? _____
PW _____

Directional signs in place? Parking Restrooms Bar Coat Check

Handicapped access?

Snow removal By whom?

Sidewalks to entrance heated?

Odors? Cooking nearby by vegetation trash clean

Coat Check Room

Capacity?

Attendant Supplied? Yes No Schedule Appropriate Staff

Tickets Supplied? Yes No Supply tickets

Hangers supplied? Yes No Supply Hangers

Lobby

Doors Condition?

Flooring Condition? Texture to avoid slipping & falls?

Does venue supply mats rugs on wet days?

Decompression Zone

Lighting?

Food Service

Meals: Breakfast Snack Lunch Refreshment Dinner Dessert Late Night Snacks

Stations: Buffet Small Plates Grab N Go

Hors d oeuvre Station(s) Display Tray Passing

Entertainment Music: Band DJ Quartet
Solo_____

Magician, Cigar roller, artists , Valet, Security
Need lighting Power stage What else?

Wedding Issues

Brides Name _____

Grooms Name _____

How did they meet?

Proposal sign off and Financial Responsibility _____

Source?

Referral? _____

Can a ceremony be held on site? No Yes _____

Capacity seated?

Designated space for bride and bridesmaids How many

Designated space for Groom and groomsmen How many

Rehearsal the day before? Extra fee?

Officiant _____

Officiant cell phone (____) _____

Officiant Email _____

Style: Casual non traditional Ethnic Formal

Theme? _____

Chosen Colors

Other important design elements

Music during ceremony? _____

Music during reception _____

Florist: Name _____ Co Name _____
Cell Phone _____ Email: _____

Restrictions:

Confetti

Rice

Fireworks

Birdseed

Animals

Signage

Hanging "stuff" on the walls

Vendors

Separate Area for reception or a flip

Registry: Sign in table space

Ceremony Area

Gift Table Space

Cake Table

Coat Check

Tablespace for welcome refreshment

Special center pieces, Suppler

Disposition at conclusion

Other:

Photo booth

Cigar Roller

DJ

Musical Entertainment

Residential House Party

Limited access Security Gate

Code: _____

Get names on list?

Animals: Pets; birds, dogs, cats,

Noise Curfew Time?

Neighbors; Friendly Hostile

Sprinklers; Turned off

Staging Storage Area

Parking; Guests Staff

Use kitchen? Oven size and capacity

Will insert pans and ½ sheet pans fit in the oven?

Event Site Summary

Pluses:

Issue	Which Means

Minus:

Issue	Which Means

Challenges:

Issue	Which Means

Opportunities:

Issue	Which Means

Additional Concerns or Thoughts?

Plan B.

Weather contingency issues:

Sun, Rain, Snow, Wind, Forest Fires, Etc.

Outside Influences

Event Insurance

Food Service (Refer to BEO/Proposal)?

Timing,

locations

Meal	Service Time	Location	Notes		
Breakfast			Action Stations	Buffet	Display
Morning Snack					
Lunch			Action Stations	Buffet	Plated
Afternoon Refreshment					
Reception			Action Stations Passing	Display	Tray
Dinner			Action Stations	Buffet	Plated
Dessert			Action Stations	Display	Plated
Late Night Snack			Action Stations Passing	Display	Tray

Entertainment?

Activity	Time	Location	Notes
Band-Quartette-Solo			
DJ			
Cigar Roller			
Face Painter			
Dancers			
Magician			
Fireworks			
Gaming			
Photo Booth			
Fire Dancers			

✓ Tools to Take Checklist:

Paper, White - 11" X 17" 10 Sheets

Tripod with Drawing Board (11" x 17")

Clip Board Legas Size

Note pad, Spiral Bound

Mason Line - String Colors: Green, White, Red, Orange

Tape Measure, 100'

Tape Measure, 300'

Tape Measure, 25' (2) with Fast Cap Speed Clip

Railroad Chalk, White, Yellow, Blue

Stake, Irrigation Flags: Red, Orange, Blue

Power Bank with Cord for phone

Straight Edge, Clear-12"

45 Degree Triangle - Clear 8"

Template, Drawing Common Shapes Template

Utility Cart 24" wide

Masonite Drawing Board for 24" X 36" drawings

Masonite Drawing Board for 36" X 48" drawings

Stop Watch

Flash Light + Extra Batteries

Power Bank

Cell Phone Cable

Company Cam or alternative for recording: Video, photos and notes

Matterport or Recording Service

Highlighter, Yellow Pens (2)

Sharpie-Black(2)

Red Pencil

Pencil Drawing #2 (3)

Pencil Drawing – Red

Eraser

Drone Kit, "Charged"

Tape, Masking Painters Tape: Orange, Green, Blue

Paperwork to take...

> Venue Walk Thru Checklist

- > Catering Services Agreement “AKA” Contract**
- > Change Orders**
- > SEO (Special Event Order)**
- > Timeline, Queue, Run of Show, “AKA” Timeline-Schedule**
- > Notes**
- > Menu**
- > Concept Dream - Wish Vision Boards – Idea Folder**
- > Layout Drawings 11X 17 / 24 X 36 / 36 X 48**
- > Station – Activity Sketches, drawing Photographs**
- > Sketches Mind Maps of concepts?**

