



SaveTheDateLLCEvents.com  
301.983.6222

## SITE VISIT FORM: CORPORATE EVENTS

**Questions to have had answered ahead of time, but if not already answered, ask these during the visit:**

Cost of the Space, Fire Code/room occupancy vs. recommended numbers, Diagram of the Spaces, Venue Policies and Regulations, Requirements for external vendors, Inventory List & What Is Included, Venue or Facility Staff

**Items to bring with you:** Diagram of the space & a preliminary layout, a way to take measurements, a way to take photos, all materials provided by the venue, and an initial “run of show” or timeline

**TAKE PHOTOGRAPHS OF ALL THE SPACES/ITEMS BELOW – INCLUDING FLOORING/WALLS**

<p><b>Primary Point of Contact at the Venue</b></p> <p><b>Secondary Point of Contact at the Venue</b></p>	
<p><b>Parking:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is there convenient &amp; ample parking for guests &amp; staff?</li> <li><input type="checkbox"/> Is parking free or is there a cost?</li> <li><input type="checkbox"/> Are valet services needed?</li> <li><input type="checkbox"/> Is parking accessible/ADA compliant?</li> </ul>	
<p><b>Entrance &amp; Lobby Area:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is the space private or open to the public?</li> <li><input type="checkbox"/> Can you decorate or use this space?</li> <li><input type="checkbox"/> Is this space accessible/ADA compliant, or is separate entrance needed?</li> <li><input type="checkbox"/> Is there security or is security needed?</li> </ul>	
<p><b>Large Meeting Room &amp; Breakout Room Areas:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are there multiple options? If yes, list</li> <li><input type="checkbox"/> How close/convenient are spaces to the: entrance, cocktail hour, bathrooms?</li> <li><input type="checkbox"/> Note &amp; photograph the tables, chairs, furniture, items, built-ins offered in these spaces</li> <li><input type="checkbox"/> Test the lighting. Is it separate or all attached? Any special options?</li> <li><input type="checkbox"/> Is a Stage included?</li> </ul>	
<p><b>Cocktail Hour Areas:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are there multiple options? If yes, list</li> <li><input type="checkbox"/> How close/convenient are spaces to the service/ceremony, reception, bathrooms?</li> <li><input type="checkbox"/> Note &amp; photograph the tables, chairs, furniture, items, built-ins offered in these spaces</li> <li><input type="checkbox"/> Test the lighting. Is it separate or all attached? Any special options?</li> <li><input type="checkbox"/> What are the bar options? Is one built-in?</li> </ul>	
<p><b>Reception Areas:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are there multiple options? If yes, list</li> <li><input type="checkbox"/> How close/convenient are spaces to the cocktail hour,</li> </ul>	



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<p>entrance/lobby, bathrooms?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Note &amp; photograph the tables, chairs, furniture, items offered in these spaces</li> <li><input type="checkbox"/> Test the lighting. Is it separate or all attached? Any special options?</li> <li><input type="checkbox"/> Is there a Dance Floor provided? If yes, what is the size? Is a Stage included?</li> <li><input type="checkbox"/> What are the bar options? Is one built-in?</li> </ul>	
<p><b>Other Spaces (look at &amp; photograph):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bathrooms – confirm ADA option</li> <li><input type="checkbox"/> Green Room/Getting Ready Room</li> <li><input type="checkbox"/> Hotel Rooms (if available)</li> </ul>	
<p><b>Vendor Specific Questions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Time is allowed for set-up &amp; breakdown? Any restrictions on how early or late it can occur?</li> <li><input type="checkbox"/> Where is the loading dock? How close is it to the freight elevator and the spaces</li> <li><input type="checkbox"/> Is there a Kitchen – note what is included/provided (i.e. ice machine, etc.)</li> <li><input type="checkbox"/> Note/Ask about Power in various spaces</li> </ul>	
<p><b>General Important Questions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Square footage of &amp; fire exists in all the spaces</li> <li><input type="checkbox"/> Outdoor spaces, rain plans – tenting, alternative space inside?</li> <li><input type="checkbox"/> Is Wi-Fi provided? Can guests access it?</li> <li><input type="checkbox"/> What is provided or available: linens (colors), plates, chairs (type/color), tables (size/shape), etc. Get List &amp; Take Photos</li> <li><input type="checkbox"/> Restrictions: Red Wine, Flame, Chocolate Fountain, Frying, Noise Ordinances, Time Limits, etc.</li> <li><input type="checkbox"/> What occurs in case of severe weather?</li> <li><input type="checkbox"/> Is coat check or closet available? Note location</li> <li><input type="checkbox"/> What A/V equipment is on site? Is there an additional fee? Is there an in-house technician?</li> <li><input type="checkbox"/> Do you have a liquor license?</li> <li><input type="checkbox"/> Is the client or vendor required to have a COI?</li> <li><input type="checkbox"/> Any renovations, ownership, or name changes planned? Will we be informed if any occur &amp; can we change the contract?</li> <li><input type="checkbox"/> Are there Holiday Decorations on event date? What do they look like? Any community events?</li> </ul>	