

## SITE INSPECTION CHECKLIST

Venue Name:		
Space Inspected:		
Venue Contact:		
Site Inspection Time:		
Venue Accessibility		
Close to public transport?	Yes / No	
Will it be easy to transport delegates	Yes / No	
to the venue?		
Accommodation		
Accommodation		
How many rooms are there?		
Room Types?		
Any accessible rooms?	Yes / No	
How do the rooms look/feel?		
How will rooms be booked? (e.g. Through company? Directly through hotel?)		
Bathrooms		
How many bathrooms are in the		
venue?		
Any accessible toilets?	Yes / No	
Where are they in relation to the function space?		
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Parking		
How many parking spots available?		
How many accessible parking spots are there?		
Is there valet parking?	Yes / No	
What parking is included?		
How close is parking to the function space?		
What is the cost of parking?		

What signage is available? (e.g. electronic, freestanding, etc.)  How early can we bump in?  How long do we have to bump out?  Is the space accessible? (e.g. ramps, elevators, stairs, etc.)  Audio Visual  Is there a projector?  Yes / No  Is there an audio system?  Yes / No	Catering		
What kind of tea / coffee? (e.g. pods, instant, barista, etc.)  How will special dietaries be managed?  Function Space How big is the space?  What is the capacity?  What seating styles are available?  Is there natural light?  Is there room for a stage?  Are the chairs comfortable?  What signage is available? (e.g. electronic, freestanding, etc.)  How early can we bump in?  How long do we have to bump out?  Is the space accessible? (e.g. ramps, elevators, stairs, etc.)  Audio Visual  Is there a projector?  Is there a screen?  Yes / No  Is there an audio system?  Yes / No  Is there a microphone?  Yes / No  Is there a microphone?  Yes / No  Is there access to power?  Yes / No			
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Is there an audio system?  Is there a white board / flip chart?  Yes / No  Is there a microphone?  Yes / No  Yes / No  Yes / No	Is there a projector?	Yes / No	
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	Overall Venue Analysis		
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