

Site Visit Checklist

About your event	
Event name	
Event date	
Event times	
Expected numbers	
Budget per head	

The venue	
Venue name	
Room name	
Max. capacity	
Min. capacity	
Will the room be exclusive	
Parking available	

Room Layout

Theatre style Cabaret Boardroom U-shaped

Classroom Round table Other:

Catering options:

Food:

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How will this be served?

Can they cater for dietary requirements?

Drink:

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How will this be served?

When will they need the final numbers?

Site Visit Checklist

Equipment available:

Presentation screen/TV

Projector

Laptop

Microphone

Wi-Fi

HDMI/VGACables (Projector to laptop)

Other:

Costs:

Item	Cost
Venue hire	
Catering	
Equipment	

Notes:

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