



Club Event Venue Checklist

Venue Name: _____

Venue Contact Information: _____

Event Date: _____

Approximate Attendance: _____

Parking and Transportation

- ☐ Is car parking available? If so, what is the charge? _____
- ☐ Where are the nearest public transportation stops/stations? _____

General Criteria

- ☐ Is the event area private and free of distractions? _____
- ☐ Is there noise, including televisions or music? _____
- ☐ Can the space accommodate the number of anticipated participants? _____

Registration

- ☐ Is there space for a registration table? _____
- ☐ Is a coat check available? _____
- ☐ Is there signage from the venue entrance to registration? _____
- ☐ What is the flow from venue registration to event area? _____
- ☐ Where are the nearest public restrooms? _____

Food and Beverage

- ☐ Does the venue provide food and beverage and at what cost? _____
- ☐ Can you bring outside catering into the venue? _____
- ☐ Is alcohol permitted? _____

Audio Visual Needs

- ☐ What A/V is available and at what cost? _____

Financial Considerations

- ☐ What are the venue costs with and without food/beverage and A/V? _____