

Event Venue Checklist Template

Event Title	Event Date(s)	Event Time(s)
Venue Name	Venue Address	
Venue Contact Name & Title	Venue Contact Phone	
Venue Contact Email	Website / Social Links	
Date Venue was Confirmed	Confirmation Received in Writing (Yes/No)	

Venue Access & Availability		
	Item to Review / Confirm	Comments
	Venue availability confirmed for event date(s)	
	Early access available?	
	Setup access time	
	Teardown deadline / cleanup access	
	Concurrent events at venue?	
	Hours of venue operation	
	Access instructions for staff/vendors	

Capacity & Layout		
	Item to Review / Confirm	Comments
	Guest capacity (standing/seated)	
	Multiple room capacities (Main hall / Breakout rooms / Outdoor space)	
	Dance floor or stage area	
	Room layout diagram received?	
	Furniture provided (tables, chairs, etc.)	
	Table/booth setup options available	

Facilities & Services		
	Item to Review / Confirm	Comments
	Restroom quantity and cleanliness	
	ADA accessibility (ramps, restrooms, parking)	
	Heating/cooling (climate control)	
	Power outlets available for A/V or vendors	
	Wi-Fi availability and password	
	Trash disposal plan or onsite staff	
	Janitorial services included?	

Catering & Kitchen		
	Item to Review / Confirm	Comments
	In-house catering available?	
	Outside catering allowed?	
	Prep kitchen onsite?	
	Alcohol policies / bar service availability	
	Food service equipment available (ice machine, sink, fridge)	
	Load-in/load-out procedures for catering	

A/V & Technical		
	Item to Review / Confirm	Comments
	Sound system or PA availability	
	Microphone(s) provided	
	Projector or screens onsite	
	Lighting control access	
	Power load capacity for A/V	
	Tech support onsite or on call	

Parking & Transportation

	Item to Review / Confirm	Comments
	Number of parking spaces	
	Parking fees	
	Valet or shuttle services available	
	Parking signage allowed?	
	Accessible parking availability	
	Loading dock / vendor access point	

Regulations, Safety & Insurance

	Item to Review / Confirm	Comments
	Security required or included?	
	Venue insurance required?	
	Certificate of insurance received?	
	Permits or licenses needed?	
	Fire code compliance confirmed	
	Emergency exits clearly marked	
	Emergency plan reviewed	

Signage & Branding

	Item to Review / Confirm	Comments
	Signage allowed?	
	Restrictions on placement?	
	Directional signage for guests	
	Digital signage or monitors available?	
	Branding opportunities (entry, podium, etc.)	

Aesthetic & Impressions		
	Item to Review / Confirm	Comments
	Cleanliness and general upkeep	
	Curb appeal / exterior visuals	
	Photo-friendly spaces or backdrops	
	Noise levels from surrounding area	
	Ambient lighting (natural/artificial)	

Other Notes		
	Item to Review / Confirm	Comments
	Cancellation policy	
	Deposit amount and due date	
	Remaining balance and due date	
	Venue point-of-contact day-of	
	Special requirements / restrictions	
	Notes / comments	

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