**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9053&utm_source=template-word&utm_medium=content&utm_campaign=Event+Venue+Checklist-word-9053&lpa=Event+Venue+Checklist+word+9053)Event Venue Checklist Template**

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| --- | --- | --- | --- | --- |
| **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)** | |
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| Venue Access & Availability | | |
|  | Item to Review / Confirm | Comments |
| X | 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 |  |
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| 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 |  |
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| 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? |  |
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| 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 |  |
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| 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 |  |
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| 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 |  |
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| 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 |  |
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| 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.) |  |
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| 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) |  |
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| 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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