

Event Venue Initial Site Visit Questions

→ Room Setup

- ◆ What physical spaces can we use at the venue?
- ◆ How many people can the room accommodate?
- ◆ Who do we work with on room setup?
- ◆ What furniture do we have available (tables, chairs)? How much might we have to rent?
- ◆ Do you have linens, or would those need to be rented? Do you have a preferred vendor?

→ Arrival and departure logistics

- ◆ Load-in Time and location
- ◆ Parking for us and attendees
- ◆ Preferred entrance for us and attendees
- ◆ Dollies and carts
- ◆ Union staffers?
- ◆ Load-out and clean up
- ◆ Who is the tech contact? Who will be on-site on event day?
- ◆ Is there a green room / somewhere to dump stuff?
- ◆ How early can we get in / what is the hard out?
- ◆ Who is our day-of contact? What kind of facilities support do we have?

→ A/V

- ◆ Projection setup?
- ◆ Screens?
- ◆ Sound?
- ◆ Microphone?

→ Station activities

- ◆ Outlets?
- ◆ Wifi?
- ◆ Anything off-limits? Considerations we should be sensitive to?

→ Catering

- ◆ Preferred Vendors?
- ◆ Does anyone want to sponsor catering for this event?
- ◆ Location/setup of food stations

- ◆ Trashcan locations/Recycling
- ◆ Any restrictions?

→ **General Logistics**

- ◆ Where are the restrooms located?
- ◆ Breastfeeding & privacy zone?

→ **Flow**

- ◆ How many entrance/registration areas will there be?
 - What will the registration area(s) look like?
- ◆ What is the pedestrian flow inside the event?
- ◆ How many 'navigators' will we need, if any?
- ◆ What is the parking situation? How will people flow from the parking lot to the event?
- ◆ Public transit / walking directions?
- ◆ Speaker flow: easy on-off stage for speaking; how do we best facilitate this?

→ **Signage /Decor**

- ◆ What directional signage is needed?
- ◆ What exterior signage is needed?
- ◆ Bathroom signage?

→ **Random**

- ◆ Do we need additional lighting?
- ◆ Do we need anything else to make the space feel special for this event?