



IMPORTANT A venue manager, coordinator, or authorized representative should complete this form. Unknown items may be marked TBD. This worksheet does not add services or alter a signed agreement.

EVENT AND VENUE IDENTIFICATION

Event name or client *	Event date *	Expected attendance
Venue name *	Full venue address *	
Event spaces used (ceremony, cocktail hour, reception, after-party, etc.)		

PRIMARY VENUE CONTACTS

Provide contacts who can answer operational questions

NAME AND ROLE	PHONE	EMAIL	AVAILABLE HOURS

ARRIVAL, PARKING, AND LOAD-IN

Earliest vendor arrival time	Required setup-complete time	Event end / venue curfew
Loading entrance or alternate address	Vendor parking location / instructions	
Access route includes: ☐ Ground level ☐ Stairs ☐ Elevator ☐ Long carry		
Access route, door dimensions, elevator reservation, security check-in, loading-zone limits, or cart restrictions		



PERFORMANCE AREA AND LAYOUT

DJ / production location *

Usable footprint dimensions

Stage, riser, booth, table, facade, or furniture supplied by venue

Dance-floor location, guest circulation, exits, service paths, and cable-routing considerations

Surface:

☐

Carpet

☐

Wood

☐

Tile

☐

Concrete

☐

Grass

☐

Other

Surface notes or floor-protection requirements

ELECTRICAL SERVICE

Venue representative should verify available power

Power near setup:

☐

Standard outlets

☐

Dedicated circuit

☐

Unknown

Outlet locations, circuit ratings, panel contact, or extension limitations

Power restrictions, generator rules, inspection requirements, or venue electrician requirements

SOUND AND OPERATING LIMITS

Sound-level limit, measurement method, and monitoring location

Music curfew, quiet hours, neighboring-property restrictions, or limiter details



ENVIRONMENT AND WEATHER PLAN

Primary setup: ☐ Indoor ☐ Outdoor ☐ Tent / pavilion ☐ Mixed locations

Weather protection for equipment and operator *

Backup location, decision-maker, and deadline for moving indoors

Temperature, wind, moisture, shoreline, sand, or other environmental considerations

VENUE RESTRICTIONS AND APPROVALS

Restrictions may apply to: ☐ Haze ☐ Lighting ☐ Mounting ☐ Tape ☐ Cables ☐ Decor

Describe prohibited items, approval steps, fire-alarm procedures, rigging limits, or surface-protection rules

Safety, security, facilities, or fire-system contact for event day

ACCESSIBILITY AND GUEST CONSIDERATIONS

Accessible routes, hearing-assistance systems, quiet-space needs, or accommodations relevant to production

Children, animals, medical equipment, cultural requirements, or other considerations affecting setup and announcements

VENUE-PROVIDED EQUIPMENT OR SERVICES

Tables, linens, stage, microphones, speakers, lighting, power distribution, staff, or other confirmed venue support



Venue Technical & Logistics Advance

Venue-completed coordination worksheet for event access, setup, power, restrictions, and contacts

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VENDOR ONBOARDING REQUIREMENTS

Vendor registration required: ☐ Yes ☐ No ☐ Unknown

Certificate of insurance required: ☐ Yes ☐ No ☐ Unknown

If required: certificate holder, additional-insured wording, limits, submission method, and deadline

Vendor portal, purchasing contact, required forms, purchase-order rules, or invoice instructions

Deadlines that apply before event day

FINAL CONFIRMATIONS

- ☐ Load-in route and arrival window have been confirmed.
- ☐ Power availability and restrictions have been reviewed.
- ☐ Outdoor weather protection and backup plan have been identified.
- ☐ Sound, curfew, lighting, and venue restrictions have been disclosed.
- ☐ Vendor onboarding and document deadlines have been disclosed.

Open questions or items still awaiting confirmation

Completed by (name and role)

Date completed

Best contact method

Submitting this worksheet communicates venue information only. It does not confirm availability, insurance coverage, additional equipment, staffing, performance time, or any service not included in the final written agreement.