

SITE VISIT NOTES

SUBJECT	NOTES
Guest arrival	
Capacity	
Parking availability/restrictions	
Guest Services/Coat Check	
AV Capabilities	
Other events occurring near space – will they conflict?	

Accessibility – how will persons with disabilities enter the venue?	
Options for storage	
Load-in/Load-out instructions and point of contact	
Equipment included with room rental	
Surrounding area sound concerns	
Security concerns	
Rain Plan (if applicable)	