

# PLACE – SITE INSPECTION CHECKLIST

Some questions to think about during a site inspection...

- Is there any natural light?
- Audio Visual – what is included? Is it in-built?
- Who is the in-house AV supplier?
- Signage – electronic? stands?
- What does the room come with? Pens/paper/whiteboard/flipcharts
- Where are the powerpoints?
- What is throw of the projector? Is there enough room for the presenter at the front of the room?
- Where are the facilities? Toilets, etc?
- Where are the catering spaces? Are they shared with other function spaces?
- What other events are on that day?
- Can we control the air conditioning ourselves?
- How do you get in touch with the venue representative?
- What are the parking facilities? How much? How many?
- Access to loading dock? Are we able to deliver the day before? Do you offer storage after the event? Do you have trolley's?
- Where can our guests smoke?
- Do you have an induction process for third party contractors?
- Does you venue have any restrictions? Naked flame, etc.
- What are your staff ratio's for service?