

Site visit checklist

This list addresses the key points that you have to verify when visiting a venue where you intend to host event. Do not overlook any detail as any one of them can be the key to your success.

- ✓ Size of room vs. the number of guests
- ✓ Attendee/Guest Parking
- ✓ Loading bay/dock
- ✓ Access times to the loading bay/dock
- ✓ Familiarise yourself with any restrictions
- ✓ Kitchen location vs. Meeting room
- ✓ Bar service
- ✓ Location of electrical outlets
- ✓ High and low points of the ceiling
- ✓ Verify the lighting
- ✓ Check the audio set up
- ✓ Electrical outlets
- ✓ Schedules of high elevator occupancy
- ✓ Toilets / bathrooms
- ✓ Installation of portable toilets
- ✓ Reduced mobility access
- ✓ List of taxi companies
- ✓ Limousine companies
- ✓ Parking for the personnel