

VENUE WORKSHEET

Vendor Information	
Name of venue	_____
Room/space held	_____
Capacity	_____
Date (s) Reserved	_____
Contact Person	_____
Phone Number	_____
Cell Phone	_____
Email Address	_____

Things to Ask		
Cancellation policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deposit Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deposit Due Date	_____/_____/_____	
Set-Up Time	From _____	To _____
Event Time	From _____	To _____
Strike Time	From _____	To _____

Checklist	Completed	Date
Choose Initial Venue(s)	<input type="checkbox"/>	_____/_____/_____
Obtain fee/reservation information	<input type="checkbox"/>	_____/_____/_____
Obtain venue floor plans	<input type="checkbox"/>	_____/_____/_____
Obtain initial contract from venue	<input type="checkbox"/>	_____/_____/_____
Call / Contact Administration if Facility use agreement (FUA) is required	<input type="checkbox"/>	_____/_____/_____
Call Risk Management if no FUA is required	<input type="checkbox"/>	_____/_____/_____
Coordinate financial planning with your treasurer and/or the Alumni Office	<input type="checkbox"/>	_____/_____/_____
Schedule site walk through	<input type="checkbox"/>	_____/_____/_____
Discuss set-up with events/venue manager	<input type="checkbox"/>	_____/_____/_____
Discuss services/equipment venue can provide	<input type="checkbox"/>	_____/_____/_____
Confirm reservation/Sign contract	<input type="checkbox"/>	_____/_____/_____
Deposit paid	\$.....	_____/_____/_____
Finalize setup with venue	<input type="checkbox"/>	_____/_____/_____
Final site walkthrough with venue	<input type="checkbox"/>	_____/_____/_____
Grand total	\$.....	_____/_____/_____
Balance paid	\$.....	_____/_____/_____

