

SITE VISIT CHECK LIST

Loading Dock	
Address of Loading Dock (if different from above)	
Distance to Event Space:	
Ramp:	
# of Stairs	
Freight Elevators? Passenger Elevators?	
Other about Load-in:	
What is the earliest time we can arrive?	
What is the latest time can depart?	

Parking	
Where can we park our Delivery Van(s) on site?	
Is there parking for our Staff or Validation?	

Permitting/COI	
Require Permitting? If yes, what Fees?	
Require COI?	

Alcohol

Bar Service Restrictions?	
Can we provide the alcohol? If no, client will have to purchase directly we require a list of the items and a receipt.	

Kitchen / Staging (BOH) / Storage

Is the Location for the above in the same space or separate? If separate need information for all spaces	
Need Screens or P&D? Dimensions	
No. of Outlets?	
No. of Circuits?	
Are Kitchen and BOH are in the same area as the event?	
Working Ovens?	
Refrigeration?	
Is there a potable water source? (Excluding bathroom)	

Trash Removal

Facility Removes?	
Use on-Site Dumpster?	
We Take?	
Other about trash removal?	
Any tables or chairs on site for event use	

(inventory list)?	
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Event Space	
Guest Count Limitations:	
Is event being held in a single space?	
Multiple Floors? How many?	
No. of outlets for heat lamps, etc.	
May we used Candles, Sterno or any flame?	
Any built-in counters or tables we can use? How many?	
Dimensions of the counters and tables:	
Can rentals be delivered directly? If so, details on when and where:	
Pre Set-up Allowed?	
Other Important details about the Space:	