

## EVENT & FACILITIES CHECK LIST

Is site conveniently located?  
Suitable atmosphere?  
Public transportation nearby?      Taxis available?  
Parking facilities convenient?      Lighted?  
Parking fees reasonable?  
Names of others who've used the facility?  
Price within budget?  
What does lease rental include?  
What are extra charges?  
Is room available for convenient set-up/breakdown?  
Available for rehearsals?      Dress rehearsal only?  
Can equipment and materials be locked securely?  
Delivery facilities adequate?  
Maximum door size in length, width, and height?  
Loading dock?      Height?  
Maximum elevator size?      Door size?  
What are local fire regulations?  
Must plans be filed with Underwriters?      Fees?  
Liability insurance needed?  
Are all workmen unionized?      One union?  
Any union regulations worth noting?  
Any sales taxes?  
Are available floor plans accurate?  
Where are doors?      Emergency exits?  
Pillars?      Center aisles?      Cross aisles?  
All accounted for in total net available space?  
Re-measured to check dimensions and obstructions?  
Ceilings sufficiently high?  
Reflecting mirrors?      Hanging chandeliers?  
Can entrance doors be located behind the audience?  
Can windows be blacked out completely?  
Can room be totally darkened for projection?  
Coat check facilities nearby?  
Rest rooms conveniently located?      Sufficient numbers?  
Room large enough to minimize crowding?      Small enough to fill?  
Individual temperature controls in the room?      Accessible?  
Temperatures maintained at comfort levels when filled?  
Air conditioning sounds a problem?  
Telephone in the room?      Can it be disconnected?  
Distracting noises outside the building?      Outside the room?  
What percentage of seating is permanent?      Temporary?  
Temporary house seating comfortable?  
How many sq. ft. per person when set up?  
Is there a separate projection booth?  
Wide enough for your setup?      With enough power?  
Are circuit breakers conveniently located?  
Platforms needed for projectors?      What size?

Sufficient room behind the audience to set up platforms?  
Ceiling high enough for projectors to clear audience heads?  
Will projectors be level with screen center?  
Are there risen dividers?  
Are sliding walls really soundproof?      Really?      Really, really????  
Is there a permanent stage?      Distance from the floor?  
Depth, height, and width suitable?  
Balcony situated for viewing your presentation?

Are there wings or rear area for performers awaiting cues?  
Temporary stage available?      What size platforms?  
Steps to the stage available?      What Size?      How many?  
Standard runway (36" high, 42" wide)      Sufficient?  
Bandstand needed?  
In-house piano?      Tuned?  
Stage curtains that close?      Motorized?  
Stage light sufficient?  
In-house supplementary lighting available?  
Draping colors/room decor compatible with presentation?  
Draping for stage required?      For runways?  
Cherry picker available for high work?  
PA system adequate?      Make?      Wattage?  
High or low impedance?  
How many mikes provided free?  
Floor      Lavalier      Table      Lecturn  
Possible electronic interference for cordless mikes?  
Where are speakers located?  
Sound mixer available?      Sound technician necessary?  
Additional spotlights available?      Operators necessary?  
What current available?      Circle:      AC      DC      AC/DC  
Voltage?      Amps?  
Sufficient outlets?  
Additional outlets available?      Charges?  
Permanent screen?      Matte?      Beaded?      Color?  
Size?      Height from the floor?  
Front projection?      Rear?  
Motorized curtains?      Trim curtains?  
Portable screens in good condition?  
Can they be draped?  
What equipment is in-house?  
    (List wattage, brand and condition)  
16mm sound projector?  
Slide projector      (indicate slide size)  
Overhead projector  
Super 8mm projector  
8mm projector  
Film loop projector  
Extra screens (list sizes)  
Blackboards

Electric pointers  
Flipcharts and easels  
Recording sound equipment  
Videotape recorder/player      Tape size?  
Is there an in-house audiovisual supplier?  
Indicate any special workmen rates?  
Theatrical electricians hourly rates?      Includes benefit payments?  
House electricians hourly rates?      Overtime?      Minimums?  
House crews?      rates, minimum and overtime?