

VENUE WORKSHEET

Vendor Information

Venue _____
 Room/space held _____
 Capacity _____
 Date(s) reserved ____/____/____ - ____/____/____
 Contact person _____
 Phone _____
 Cell _____
 Fax _____
 E-mail _____
 Address _____

Things to ask:

Cancellation policy Yes ☐ No ☐
 Deposit required Yes ☐ No ☐
 Deposit due date ____/____/____
 Setup 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 Contract 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 Business Administrator		
Schedule site walkthrough	<input type="checkbox"/>	____/____/____
Discuss setup with venue manager	<input type="checkbox"/>	____/____/____
Discuss services/equipment venue can provide	<input type="checkbox"/>	____/____/____
Confirm reservation/Sign contract	<input type="checkbox"/>	____/____/____
Deposit paid	<input type="checkbox"/>	\$..... ____/____/____
Finalize setup with venue	<input type="checkbox"/>	____/____/____
Final site walkthrough with venue	<input type="checkbox"/>	____/____/____
Grand total	<input type="checkbox"/>	\$..... ____/____/____
Balance paid	<input type="checkbox"/>	\$..... ____/____/____

Notes/Suggestions

General

- Choose a venue with the audience/program/theme in mind.
- Confirm venue can accommodate your number of anticipated guests, including any dining and catering tables, dance floors, stages, audiovisual equipment, etc. These components can impact the number of guests the room can accommodate.
- Visit the site and plot out with the venue manager where your event elements will go, i.e., registration location, stage, catering tables, kitchen facilities, green rooms, etc. Don't make assumptions – there may be safety restrictions on what can go where, such as maintaining aisle space, keeping doorways clear and where kitchens can be located.
- Check to see what equipment/furniture/services the venue can provide for you and what you must obtain elsewhere.
- Ensure there are adequate parking and restroom facilities for your guests.
- Walk the route of your event from parking to all locations guests will visit to ensure accessibility for the elderly or disabled.
- When reserving venues, make sure you block enough time with the venue manager for setup and strike of the venue.
- Confirm electricity/water needs you may have and ensure there is adequate access/supply.
- If temporary storage is needed for registration materials, printed materials, etc., confirm location with venue manager.
- Make sure there are proper sightlines from all aspects of the room to the stage and video screens, if used.
- Environmental Health and Risk Management at 713-743-8838 can review any outside venue contracts not requiring an FUA to determine liability compliance.
- Campus venue information is available from the Office of Advancement Events Office at 713-743-8838 or via UASYS at www.uasys.e.uh.edu/events/.

Outdoor venues

- Contact the Office of Advancement Events at 713-743-8838. Advancement Events must be consulted for events held outdoors to ensure scheduling and safety permit needs are met and that compliance is maintained.
- For outdoor venues on campus, there are restrictions on amplified sound. Contact the Advancement Events Office if you are planning to use amplified sound during your event.
- Audiovisuals, such as slides, video or any other visual media are strongly discouraged at outdoor venues if the event is slated for daytime hours. It is difficult for guests to view them, even under a tent with sidewalls. The venue doesn't get dark enough. If it cannot be avoided, rent plenty of large screens for all guests to view adequately from a close vantage point.
- Check sound levels on site in advance and note any ambient traffic/construction noise nearby.
- If the event is at night, visit the site, check sunset time and determine if additional lighting/heating is needed.
- Contact Custodial and Grounds at 713-743-5688 to coordinate sprinkler shutoff, bathroom maintenance and other custodial/grounds needs.
- Have a rain contingency.