

Off Site Walk Through Checklist

□ **Accessibility**

- Distance from restaurant to venue
- Paved or dirt road
- Distance from parking lot to staging area

□ **Venue Manager**

- Name & contact info
- Will they be on hand throughout the event or just check in at the beginning & end

□ **Timing**

- What time can you arrive for set-up
- What time does everyone need to vacate the premises

□ **Staffing**

- Travel time
- set-up/breakdown
- Uniform - review with the host

□ **Staging Area**

- Are you inside or out
- Do you have counter space or should you bring tables
- Do you have trash cans or should you bring your own
- Are there lights
- Is there heat
- Is there a sink
- Is there a kitchen

□ **Utilities**

- Do you have access to electricity
- Is there potable water
- Is there a restroom
- Is there internet access

□ **Vendor Responsibilities**

- What are you responsible to set up
 - Tables
 - Chairs
 - Moving chairs from ceremony to reception
 - Bar

- Rentals - clean, washed or rinsed.
- Are you responsible for trash removal
 - Is there a dumpster on site or are you taking it back
- Are you responsible for cleaning the bridal suite or grooms cabin
- Checkout Procedures**
 - Who will be checking you out at the end of the event
 - Is there a set checklist