

# Check List



## Event Space

Is space available on the requested date?  Yes  No

If yes, what is the cost? \_\_\_\_\_

Does it have parking?  Yes  No

If yes, what is the cost per hour/day? \_\_\_\_\_

Does it have a business center  
(for printing or use of computers)?  Yes  No

Is it wheelchair accessible?  Yes  No

Is there accessible parking?  Yes  No

Elevators?  Yes  No

If yes, how many? \_\_\_\_\_

Where are the closest washrooms? \_\_\_\_\_

Is the room soundproof?  Yes  No

What are the room(s)' dimensions? \_\_\_\_\_

Is there heating/ventilation?  Yes  No

How is it set? \_\_\_\_\_

## Facility Policies

Is there any set-up charges?

Yes  No

If yes, how much? \_\_\_\_\_

Is there a cancellation penalty?

Yes  No

If yes, how much? \_\_\_\_\_

Is there an attrition penalty  
if you are blocking rooms?

Yes  No

If yes, how much? \_\_\_\_\_

## Equipment

Does the event space have:

Projector  Yes  No

Stage  Yes  No

Chairs  Yes  No

Tables  Yes  No

Sound System  Yes  No

Microphones  Yes  No

## Food & Beverage

Continental Breakfast \$\_\_\_\_\_/person

Full Breakfast \$\_\_\_\_\_/person

Lunch \$\_\_\_\_\_/person

Dinner \$\_\_\_\_\_/person

Coffee \$\_\_\_\_\_/person

Service Charge \_\_\_\_\_% Tax \_\_\_\_\_%



Free parking is important. Lack of free or affordable parking can greatly influence attendance. Be sure to scope out parking opportunities.