

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?

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.