**Venue Manager Worksheet**

*It is recommended that this worksheet be given to event planners at the beginning of the planning process.*

**Venue Contact Information** - *Please provide the contact information for the primary venue contact below:*

* Venue Contact Name:
* Venue Contact Email:
* Venue Contact Office Phone:
* Venue Contact Cell Phone:

**Venue Information** – *Please provide venue information below:*

* Building Name:
* Building Address:
* Total Building Capacity:
* Rooms included in reservation, with maximum, distanced room capacity:
* Guest Access & Amenities Instructions (i.e. designated entrances/exits, designated restrooms, etc.):

**Venue Staffing** – *Please provide a list of all venue associated staff members that will be on-site during the event:*

**Venue Timeline** – *Please provide a venue timeline that includes building hours, minimum setup/breakdown time needed for corresponding spaces, custodial/sanitizing times for venue and restrooms, and vendor delivery/pick-up windows:*

**Concurrent Venue Activity** – *Please provide a description of any concurrent venue activity below, including, but not limited to: concurrent events, academic activity, administrative activity/lab space/office space, dining operations:*

**Room Layout** – *If your venue is utilizing standard setups, please list the setup and capacity for each room on the reservation and attach room diagrams as an appendix to this document. If the layout is flexible or has not been determined, please include whatever information you have available:*

**Venue Inventory Used** – *Please provide an inventory of all venue-provided resources:*

* Venue Furniture:
* Venue A/V Equipment:
* Venue Linens:
* Venue PPE:
* Other:

**Load-in/Load-out Instructions** – *Please provide a detailed description of where and when the client and any vendors are able to load-in and load-out for their event*

**Facilities Services Work Orders** – *If the event require additional support from Facilities Services, including but not limited to additional electrician support, elevator support, grounds, etc. please list corresponding work orders below:*

**Venue Accessibility** – *Please provide a map or description of accessible entrances & exits to the venue, locations of accessible restrooms and accessible seating, ADA ramps, lifts, or elevators, and any other accessibility resources your venue offers, such as assistive listening devices, captioning, etc.:*

**COVID Precautions in Place** – *Please provide an overview of any additional precautions taken by the venue, including but not limited to available PPE, hand sanitizer stations, distancing, signage, floor markings, etc.:*

**Other Venue Information** – *Please include any other relevant venue information not captured in the other sections below:*