



# Venue Checklist

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Name

Event Name

Event Date:

Event Location:

Title:	Question:	Yes	No
<b>Location:</b>	Is the venue conveniently located for guests?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Accessibility:</b>	Is the venue accessible for people with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Parking:</b>	Is there ample parking or nearby transportation options?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Capacity:</b>	Can the venue accommodate your expected number of guests?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Layout:</b>	Does the space allow for your desired setup? (Baquet, theater...)	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Seating Arrangements:</b>	Are there flexible seating arrangements?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Date Availability:</b>	Is the venue available on your preferred date?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Additional Costs:</b>	Are there extra charges for cleaning, setup or overtime?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Audio/Visual Equipment:</b>	Is there on-site AV equipment, or can you rent it?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Catering:</b>	Is there an on-site kitchen or preferred catering options?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Table &amp; Chairs:</b>	Are table and chairs provided or do you need to rent them separately?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Decorations:</b>	Are there restrictions on decorating the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Restrooms:</b>	Are there adequate restroom facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Climate Control:</b>	Is there air conditioning or heating as needed?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

<b>Kitchen Facilities:</b>	Are there cooking facilities or a prep area?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Fire Safety:</b>	Are there clear fire exits and safety regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Insurance:</b>	Is liability insurance required or provided by the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Permits:</b>	Are there any necessary permits or licenses for your event?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>On-Site Staff:</b>	Is there venue staff available during the event?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Event Coordinator:</b>	Is there a designated event coordinator at the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Setup &amp; Breakdown:</b>	Are there designated times for setup and breakdown?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Noise restrictions:</b>	Are there any noise ordinances or restrictions?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Nearby accommodations:</b>	Are there hotels or accommodations nearby for out-of-town guests?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Reputation &amp; Reviews:</b>	What is the venue's reputation, and are there any customer reviews available?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

Title:	Question:	
<b>Rental Fee:</b>	What is the total cost to rent the venue?	\$
<b>Deposit and Payment:</b>	What are the deposit requirements and payment schedule?	
<b>Booking Process:</b>	What is the procedure for booking the venue?	
<b>Contract Terms:</b>	What are the terms of the rental agreement?	

<b>Additional Notes:</b>