

TEMPLATE · SITE VISIT

Site visit question list.

The right questions for the site visit – so you don't miss an important detail and can compare venues fairly.

VENUE	VISITED ON	CONTACT
EVENT	PLANNED DATE	PARTICIPANTS

1 Rooms & capacity

- ☐ Does the room fit our numbers?
with the seating we need
- ☐ Which seating layouts are possible?
classroom, U-shape, boardroom, banquet
- ☐ Are there breakout rooms?
- ☐ Is there daylight and blackout?
- ☐ Is there a foyer or break area?
- ☐ Is everything accessible?
lift, toilets, entrance

2 AV & equipment

- ☐ Which AV is included?
projector, screen, sound, microphone
- ☐ How reliable is the Wi-Fi?
bandwidth, cost, guest access
- ☐ Flipchart and facilitation kit included?
- ☐ Is there on-site AV support?
also during the event?
- ☐ Is streaming or hybrid possible?

3 Catering

- ☐ In-house kitchen or external catering?
- ☐ What does the day delegate rate include?
breaks, lunch, drinks
- ☐ Are there vegetarian and vegan options?
and care for allergies
- ☐ Is there a restaurant or bar on site?
for the evening
- ☐ Is there a minimum spend?

4 Travel & logistics

- ☐ How much parking is there – and at what cost?
EV charging too?
- ☐ How good is public transport access?
train, bus, shuttle
- ☐ Are there rooms on site or nearby?
allocation and rate
- ☐ Where can deliveries and set-up happen?
loading zone, lift, times

5 Prices & terms

- ☐ What is the room hire or delegate rate?
full day and half day

- ☐ What is included – what costs extra?

- ☐ What are the cancellation terms?
deadlines and percentages

- ☐ How long is the option held?

- ☐ Is a deposit required?
amount and timing

6 Service & support

- ☐ Is there a dedicated contact on the day?

- ☐ Does the venue handle set-up and seating?

- ☐ Is there a cloakroom and reception?

- ☐ Does the venue have experience with similar events?
references, photos

7 Special points

- ☐ Is there a curfew or noise restriction?

- ☐ Are own decorations and suppliers allowed?

- ☐ Is live music or a DJ possible?

- ☐ Exclusive use or other events in parallel?

8 Overall impression

Rating ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

STRENGTHS

CONCERNS

NEXT STEPS

NOTES

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