



Venue Checklist

- Size – is the area big enough to hold the infrastructure and the amount of people you wish to attract?
- Location – is it in a central location that people will drive / walk past and see?
- Parking – are there enough car parks within walking distance of the site?
- Access for deliveries / vehicles – is there a suitable access point for cars and trucks that may need to enter the site to set-up / pack-up? Or if indoors is there a loading dock?
- Power access – are there power points or power boxes on the site? What amount of power can they obtain? (i.e. 3 phase)
- Disabled access – are there ramps at the site? Is the site flat enough for disabled access?
- Public transport – is the site close enough to public transport?
- Water access – are there water taps on-site? Is there drinking water on-site?
- Bins – are there permanent bins on-site or will you have to bring them in?
- Toilets – are there toilets on-site and how many? (Remember you should consider a disabled access toilet also)
- Lighting – is there already lighting usable for the stage? If it's an evening event is there sufficient lighting on-site?
- Stage – is there a stage that you can use?
- Chairs (indoor venues only) – are there chairs that can be used?
- Tables (indoor venues only) – are there tables that can be used, if so how many?
- Shelter (outdoor venues only) – is there enough shelter available for weather purposes?
- Level grounds (outdoor venues only) – this will have an impact on the infrastructure (i.e. carnival rides or staging) and on accessibility.