
VENUE SAMPLING CHECKLIST

DATE

CONTACT (NAME AND PHONE)

VENUE

ADDRESS

COST

ANY ADDITIONAL FEES?

CAPACITY	
SQARE FOOTAGE	
DECOR OPTIONS	
ATMOSPHERE RATING (1-10)	
TABLES/ LINENS INCLUDED? SETUP? (Y/N)	

FOOD AND CATERING

LIQUOR/ ALCOHOL

ENTERTAINMENT OPTIONS

BAND/ DJ?
SOUND?
DANCE FLOOR?

PARKING

ACCESSIBILITY

AVAILABILITY

OTHER NOTES

Blank area for notes.