Template

# Technical considerations for the site inspection

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| ***Technical equipment in each room:**** *What does the venue offer in the contract?*
* *What extra equipment is needed? Costs for these?*

***Audio visual: projectors, screens, laptops****Sound: Speakers, microphones - restrictions**Lighting: Are rigs already in place, dimmers?**Blackout: Can the room be blacked out? Will drapes need to be brought in?**Rigging: Hanging points, weight loadings**Staging: Lectern and staging – is this provided in-house?**Power: What is available? – 3-phase points, power at the venue, and cost of this?**Flooring: Condition and state of the floor, will it need to be re-carpeted?****Temperature:**** *Is this on a central control?*
* *Can each room operate its own temperature?*
* *Does every room have air-conditioning?*

***Sound/Noise/Smell/Obstructions:**** *Are rooms sound-proofed?*
* *Will this affect use of rooms?*
* *Are any of the rooms near the kitchen – will this affect the use of rooms?*
* *Are there pillars and recesses in the room which may affect vision?*

***Get-in/get-out:**** *Access time to set up (get-in) – time allowed in contract*
* *Access time to de-rig (get-out) – time allowed in contract*
* *Access for trucks and parking*

***For an exhibition:**** *Type of exhibition*
* *Pop-up stands*
* *Fully built stands*
* *Area for this to take place*
* *Restrictions and costs (cost per metre, power, furniture)*
* *Access time for set-up*
* *Access time for get-out*

***Catering areas to be used:**** *Location in relation to the meeting rooms*
* *Separate from meeting rooms*
* *Sound proofing if nearby*
* *Location of kitchens in relation to catering area*
* *Can external caterers be brought in, if required?*
* *What furniture is included, what needs to be brought in?*

***Capacity:**** *Sit-down or stand up – maximum numbers*
* *Serving points for buffet*
* *Maximum tables for sit-down meal or sit-down buffet*
* *Staffing levels*

***Staff/crew accommodation:**** *Rooms available and rates offered*
* *Location (on or off site)*

***Band/Acts/Entertainer/Speaker requirements:**** *Changing rooms or accommodation*
* *Requirements: ‘riders’, food, drink, transport, parking*
* *Separate access, confidentiality and security*
* *Secure storage area*

***External activities:**** *Activities at venue available, such as shooting, golf, riding*
* *Space to create activity space or team-building*
* *Restrictions, health and safety, venue support, costs*

***Disabled access:**** *Parking, transport, clear signage, venue staff to assist and guide*

***On-site facilities for disabled guests:**** *Ramps for access and inside the venue to all areas*
* *Handrails*
* *Specific seating areas in meeting rooms*
* *Lifts to accommodate wheelchairs*
* *Signage to assist those who are visually impaired, including floor markings*
* *Adapted bedrooms*
* *Set emergency procedures for disabled guests*
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