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* |