



Venue Site-Visit Checklist

FOR VENUE MANAGERS, PLANNERS, PRODUCTION LEADS, AND EVENT ORGANIZERS

Document the physical, technical, and operating details that affect production before equipment, labor, and timing are finalized.

Access and loading

☐	Loading dock, curb, or service entrance identified
☐	Vehicle parking and staging rules confirmed
☐	Security check-in and access credentials documented
☐	Elevator dimensions, hours, and weight limits reviewed
☐	Door widths, stairs, ramps, and travel path measured

Room and guest flow

☐	Stage, presenter, DJ, and technical positions marked
☐	Speaker and lighting positions reviewed
☐	Guest seating, catering, registration, and service paths shown
☐	Emergency exits and accessibility routes remain clear
☐	Outdoor exposure and weather protection requirements noted

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Power and technical systems

☐	Available circuits and approved connection points identified
☐	House sound, lighting, screens, or rigging documented
☐	Cable paths and floor-cover requirements approved
☐	Internet or conferencing requirements tested
☐	Noise limits and operating restrictions confirmed

Timing and responsibilities

☐	Production arrival and room-ready deadline confirmed
☐	Quiet system-check window protected
☐	Venue, planner, and facilities contacts exchanged
☐	Vendor responsibilities and house requirements documented
☐	Strike, elevator, dock, and final departure times confirmed

NEXT
STEP

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