WSUF University Events Pre-Event Venue Questionnaire

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| **Who are our on-site contacts for:** |  |
| **Catering?** |  |
| **A/V?** |  |
| **Facilities?** |  |
| **Who is responsible for room set up?** |  |
| **Who is responsible for room take down?** |  |
| **Who is responsible for cleaning the spacebefore and after the event?** |  |
| **Are there any fire restrictions?** |  |
| **What is the emergency exit plan?** |  |
| **Who are the medical personnel? Do we need external sources?** |  |
| **Who is providing A/V?** |  |
| **When is the room available for set up?** |  |
| **Are there any events before or after ours?** |  |
| **Do you have a coat rack and hangers?** |  |
| **Where can we set a name tag table?** |  |
| **Are there any venue restrictions?** |  |
| **Are there venue heat controls? Who can change them? How long do they take to change temperature?** |  |