EVENT VENUE / 01

BUILD THE EVENT AND SPACE BRIEF

Give each venue the same event context. Keep guest identities, access codes and other private details out of this worksheet.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event type, purpose, preferred date, schedule, timing flexibility and project contact

Estimated guest range and provider-confirmed capacity for the actual setup - no client calculation

Desired usable spaces and guest flow between them - describe needs, not a floor plan

Ceremony, reception, meeting, catering, breakout or other space priorities

Accessibility, communication and guest-accommodation questions for the venue to explain

Venue access hours, setup, vendor arrival, event, closeout and item-removal schedule

Preparation only. Not a floor-plan or occupancy calculation, accessibility or code determination, fire, alcohol, food, emergency, security, rigging, power or weather instruction, vendor selection, contract interpretation, or legal advice.

EVENT VENUE / 02

MAP INCLUDED SERVICES AND RESTRICTIONS

Separate included items from assumptions and ask for every policy or term in writing.

Rooms, outdoor areas, exclusivity, shared access and areas that are unavailable or conditional

Furniture, equipment, AV, connectivity and power included or excluded - venue to confirm

Venue staffing, security, cleaning, loading, parking, transit and day-of responsibilities

Catering, alcohol and outside-vendor policies and coordination - no safety or legal decision

Decor, signage, noise, end-time, insurance and other provider rules to review

Written deposit, fee, change, cancellation, rescheduling, damage, cleanup and closeout terms

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EVENT VENUE / 03

PLAN ACCESS, SETUP AND CLOSEOUT

Tick what is ready, then assign owners for access, the event day and the final handoff.

- [ ] Every venue receives the same event and space brief
- [ ] Capacity will be confirmed by the venue for the actual setup
- [ ] Access, setup, event and closeout hours are documented
- [ ] Required rooms, outdoor areas and guest-flow priorities are described
- [ ] Included services, equipment, staffing and exclusions are separated
- [ ] Accessibility, policy and communication questions are ready
- [ ] Catering, alcohol, vendor, decor and operating policies will be reviewed
- [ ] Changes, cancellation, cleanup, damage and handoff terms are included

Access, setup, vendor arrival, delivery, loading, storage and item-removal owners and windows

Day-of contact, venue staffing, issue escalation, decision authority and change approval

Cleanup, damage documentation, lost items, final walkthrough, charges and closeout handoff

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EVENT VENUE / 04

QUESTIONS FOR AN EVENT VENUE

Record how each venue would accommodate, operate and close out the same event brief.

Spaces and capacity: what is included and how will you confirm capacity for our actual setup?

Access and schedule: what setup, vendor, loading, event and closeout windows are included?

Accessibility: what features, policies and communication options can you explain for this event?

Services: what furniture, equipment, staff, cleaning, parking and other items are included?

Policies: what written catering, alcohol, vendor, decor, noise, insurance and end-time rules apply?

Terms and handoff: how are changes, cancellation, cleanup, damage, final charges and closeout handled?

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EVENT VENUE / 05

COMPARE THE SAME VENUE BRIEF

Use A and B in every box. Confirm capacity, access, policies and written terms before comparing complete proposals.

Venue A / Venue B / proposal dates and the shared event, timing, guest-range and space brief

Usable spaces, provider-confirmed capacity, access and accessibility information - A / B

Included services, equipment, staffing, parking, vendor coordination and exclusions - A / B

Policies, complete proposal, changes, cancellation, cleanup, handoff, timing and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start an Event Venue request. Share the event purpose, timing, guest range, space priorities, access, vendor needs and operating questions so participating pros can compete with proposals. Compare usable spaces, provider-confirmed capacity, accessibility information, included services, staffing, restrictions, written terms, timing and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A venue walk-through and event, space, access, vendor and operating-terms review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/event-venue

U.S. Department of Justice: Businesses That Are Open to the Public (official reference)

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