



Venue and Timing Checklist - call Shock for further advice 08456 650732

Contacts List	Advice/ Notes
Venue Manager	
Telephone no.	
Mobile No.	
Fax No.	
Email	
Venue Technician	
Telephone no.	
Mobile No.	
Fax No.	
Email	
Timings	
Rehearsals and sound-checks organised	Pre-arrange with performers/ speakers
Get-in times/ delivery of audio visual equipment	Liase with suppliers
Doors open	
Event starts	
Intervals/breaks	
Event finishing time	
Get out time	
Dimensions	
Capacity/ layout of room	
Length, width and height of room	
Will everyone be able to see?	
Other Details	
Staff (ushers, hosts, waiters etc.)	
Parking/ Directions to venue	
Disabled access	
Climate control - find out where controls are	
Find out location of house lights	
Any noise issues from/ to adjacent rooms?	
Breakout Rooms	
How many and what size groups?	
Equipment eg. OHP, slide, computers	
Flipcharts, markers, pens and paper	