The venue visit: a checklist to take with you

Sixteen points for the appointment — four before you go, five inside the building, four to record, three afterwards.

Pack before you go

- [ ] **A tape measure, at least five metres** — for the width of the room, the centre aisle, the doorways, and whether the dance floor really fits
- [ ] **A phone with a compass and a notes app** — which way the room faces decides light, heat and photographs later
- [ ] **This list on paper** — a sheet in your hand gets ticked off; a list on your phone gets buried by the next message
- [ ] **The floor plan, if one exists** — ask for it by email beforehand — it answers a third of the questions in advance

Check inside the building

- [ ] **The real measurements** — the width at its narrowest point, plus every door that tables and equipment have to pass through
- [ ] **The reverberation** — clap once, hard, and listen to how long it rings — tall rooms with hard surfaces turn loud by evening
- [ ] **The power sockets** — count them and note where they are; music, lighting, photo booth and kitchen otherwise share one circuit
- [ ] **Light and orientation** — where the sun sits at your planned hour, and whether it blinds the window side
- [ ] **Step-free access** — steps, gravel, grass, thresholds — a wheelchair and a pram need the same route as everyone else

Record it while you are there

- [ ] **One video rather than many photos** — walk the tour a second time filming continuously, talking as you go
- [ ] **Four fixed stills per room** — once into the room from each corner; that is what makes two venues comparable at all
- [ ] **A photo of every detail that costs money** — chairs, tables, tableware, equipment, washrooms — later that is exactly the question
- [ ] **Label it in the car park** — folder name with the date and the venue, plus three sentences of first impression

In the two days that follow

- [ ] **Write separately, then compare** — five minutes each on what you liked and what bothered you, before you talk
- [ ] **Put the open points in writing** — everything promised out loud goes back as a short email — that is the record later
- [ ] **Plan the second visit** — for the venue you think it will be, go back at the hour the day is planned for

Notes

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