



## Venue Checklist

### One Year - Eight Months Out

- Gather Committee Members
- Review the How to Guide – Venue Selection
- View all photos and videos on the [www.winewomenandshoes.com](http://www.winewomenandshoes.com) web site
- Visit event venues and consider these important items
  - Entrance Options/Layout/flow/Capacity indoor/outdoor
  - Venue restrictions
  - Consider AV & staging needs
  - Restroom facilities/Parking/Shuttle drop off/Trash disposal
  - Date availability
- Determine rain plan or a sun plan for outside venue – *Rental of misters, heaters, provide parasols or pashminas?*
- Secure and finalize venue

### Six Months Out

- Visit rental company to view decor
- Confirm parking/shuttle plan
- Reserve shuttles or valet company

### Four Months Out

- Determine rental needs with Décor Coordinator

### Two Months Out

- Finalize site décor and rental needs –basic layout and flow

### One Month - 3 Weeks Out

- Confirm rentals and review contracts and update as needed
- Confirm site layout



## Venue Checklist

### One Week Out

- Send each vendor the following:
  - Venue location, directions, parking/drop off instructions, time to arrive, time to pick up, event timeline, event venue map, day of event meeting location
  - Finalize all counts for rentals

### Two Weeks Out

- Request payment checks for vendors/DJ (to be prepared by charity)

### Day Before Event

- Make certain you have contact info sheet in for vendors, committee members etc.
- Set up venue day before event if possible. Consider overnight conditions if outdoor site—dew, animals, security (and be sure sprinklers are turned off)

### Day Of Event

- Coordinate with other Event Committee chairs to direct set-up and troubleshoot as necessary
- Stage swag bags

### After Event

- Send a thank you note to vendors & volunteers.etc.