

VENUE WORKSHEET

UCLA

Vendor Information

Name of venue _____
 Room/space held _____
 Capacity _____
 Date(s) reserved ____/____/____ - ____/____/____
 Contact person _____
 Phone number _____
 Cell phone _____
 Fax number _____
 Email _____
 Address _____

Things to ask:

Cancellation policy Yes ☐ No ☐
 Deposit required Yes ☐ No ☐
 Deposit due date ____/____/____
 Setup time From _____ To _____
 Event time From _____ To _____
 Strike time From _____ To _____

Checklist

Choose initial venue(s) ☐ ____/____/____
 Obtain fee/reservation information ☐ ____/____/____
 Obtain venue floor plans ☐ ____/____/____
 Obtain initial contract from venue ☐ ____/____/____
 Call Real Estate if facility use agreement (FUA) required (off campus) ☐ ____/____/____
 Call Insurance & Risk Management if no FUA required (off campus) ☐ ____/____/____
 Schedule site walkthrough ☐ ____/____/____
 Discuss setup with venue manager ☐ ____/____/____
 Discuss services/equipment venue can provide ☐ ____/____/____
 Confirm reservation/Sign contract ☐ ____/____/____
 Establish purchase order/PAC # ☐ ____/____/____
 Deposit paid ☐ \$..... ____/____/____
 Finalize setup with venue ☐ ____/____/____
 Final site walkthrough with venue ☐ ____/____/____
 Grand total ☐ \$..... ____/____/____
 Balance paid ☐ \$..... ____/____/____

Notes/Suggestions

General

- Choose a venue with the audience/program/theme in mind. For example, having an arts program near the medical sciences buildings doesn't make sense.
- Confirm venue can accommodate your number of anticipated guests, including any dining and catering tables, dance floors, stages, audiovisual equipment, etc. These components can impact the number of guests the room can accommodate.
- Visit the site and plot out with the venue manager where all of your event elements will go, i.e. registration location, stage, catering tables, kitchen facilities, green rooms, etc. Don't make assumptions – there may be safety restrictions on what can go where, such as maintaining aisle space, keeping doorways clear, and where kitchens can be located.
- Check to see what equipment/furniture/services the venue can provide for you and what you must obtain elsewhere.
- Ensure there are adequate parking and restroom facilities for your guests. Sometimes, additional restrooms need to be rented.
- Walk the route of your event from parking to all locations guests will visit to ensure accessibility for the elderly or disabled.
- When reserving venues, make sure you block enough time with the venue manager for setup and strike of the venue.
- Confirm electricity/water needs you may have and ensure there is adequate access/supply.
- If temporary storage is needed for registration materials, printed materials, etc., confirm location with venue manager.
- Make sure there are proper sightlines from all aspects of the room to the stage and video screens, if used.
- Real Estate has Facility Use Agreements (FUA) to use when UCLA is using a non-University facility for purposes other than those for which the facility was designed. If you question whether an FUA is required, call Real Estate at (310) 794-2653.
- Insurance and Risk Management at (310) 794-6953 can review any outside venue contracts not requiring an FUA to determine liability compliance.
- Campus venue information is available from the UCLA Events Office, (310) 206-3274 or on Events Online, <http://www.eol.ucla.edu/>.

Outdoor venues

- Contact the UCLA Events Office, (310) 825-8980 – they need to be consulted for any event held outdoors to ensure all scheduling, grounds, custodial, permits, etc. needs are met and compliance is maintained.
- For outdoor venues on campus, there are restrictions on amplified sound. Permission must be obtained in advance from Kenn Heller, The Center for Student Programming, at (310) 206-8817, kheller@saonet.ucla.edu, and from Kathleen Copenhaver, The Registrar's Office, at (310) 206-7045, kcopenhaver@registrar.ucla.edu.
- Audiovisuals, such as slides, video, or any other visual media are strongly discouraged at outdoor venues if the event is slated for daytime hours. It is difficult for guests to view them, even under a tent with sidewalls, as the venue doesn't get dark enough. If it cannot be avoided, rent plenty of large screens for all guests to view adequately from a close vantage point.
- Check sound levels on site in advance and note any ambient traffic/construction noise nearby to troubleshoot any sound issues.
- If the event is at night, visit the site, check sunset time, and determine if additional lighting/heating is needed.
- Contact Facilities at (310) 206-8847 to coordinate sprinkler shutoff, bathroom maintenance, and other custodial/grounds needs.
- Have a rain contingency.