

Site Meeting Checklist



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|-------------------|-----------------------|--------------------|
| Date: | | Time: |
| Attendees: | Hosts/Representatives | Catering/Drinks |
| | Coordinator/Committee | Entertainment/PA |
| Suppliers: | Party Equipment | Flowers/Decoration |
| | Venue | Cake |

Issues to Discuss

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| Site Plan | Positioning of equipment & suppliers | |
| Set up | Details & quantities of all equipment provided | |
| | Who is providing what especially table linen | |
| | Suppliers' delivery times | |
| Programme | Event start & finish | |
| | Suppliers' removal times | |
| Facilities | Venue maintenance | |
| | Toilets, water, electricity | |
| | Parking | |
| | Security | |
| Contingencies | Weather | |
| | Electricity, water | |
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