

wine women & shoes[®]

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 web site
- Visit event venues and consider these important items
 - Entrance Options/Layout/Flow/Capacity Indoor/Outdoor
 - Venue restrictions
 - AV & staging needs
 - Restroom facilities/Parking/Shuttle drop off/Trash disposal
 - Date availability
 - Cost
 - Rules surrounding alcohol
- 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 décor
- Confirm parking/shuttle plan
- Reserve shuttles or valet company

FOUR MONTHS OUT

- Determine rental needs

THREE MONTHS OUT

- If you haven't already, get a schematic from your venue that is to scale so that you or our WWS Project Management team can help you with the layout
- Confirm that you have enough tables and chairs for both your Marketplace and your Program space
- Consider other rentals or consult with Decor Committee

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
- Confirm AV set up and day of timeline considering any potential set up timing issues
- Create event day timeline including:
 - Arrival of deliveries
 - Coordination of materials to the venue
 - Contact names and information for main players in each area
 - AV/Venue finish times
 - Include rehearsal times for any major pieces of the program

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
- Share final layout with WWS PM Team
- Make copies of final layout for charity staff, volunteers and venue teams
- 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.