

# 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](http://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.