



Venue Selection

	Name of Venue:	
	Address:	
	Contact Person:	
	Phone:	
	Email:	
	Website:	
1	Site:	COMMENTS:
2	Close to audience?	
3	Bus?	
4	Pedestrian Access	
5	Safe?	
6	Noise?	
7	Easy to find?	
8	Other:	
9	Space:	
10	Capacity:	
11	Seating available? Fixed?	
12	Configured for film?	
13	Stage?	
14	Heat? Ventilation?	
15	Wheelchair Accessible?	
16	Cleaning?	
17	Toilets?	
18	Lighting? Dark enough?	
19	Tables available?	
20	Fire exits?	
21	Security?	
22	Storage?	
23	Other:	
24	Technology:	
25	Projector/screen/sound?	
26	Microphone?	
27	Internet Access?	
28	Electrical? (Grounded?)	
29	Other:	
30	Cost:	
31	Free? Negotiable?	
32	Lease required?	
33	Other:	
34	Availability:	
35	Days available	
36	Weekly? Monthly?	
37	Start date?	
38	How late in the evening?	
39	Other:	
40	Liability Insurance needed?	
41	Other:	
42	Kitchen?	
43	Dishes & utensils?	
44	Stove/MW	
45	Coffe maker	
46	Refrig	
47	Dish washer	
48	Other:	
49	Subjective:	
50	Acoustics	
51	Aesthetics	
52	Other	
53	Miscellaneous:	
54	Serve snacks? Restrictions?	
55	Fund raising allowed?	
56	Help with promotion?	
57	Other:	
	TOTAL RATING: (1-5, 5=Best)	