

Pre Event Questionnaire

Event:		Program Manager:	
Client:		Code:	
Venue:		Date/Time:	

I. General Information

To be completed by the Program Assistant

1.	Location of event?
2.	What is/are the date(s) of the event?
3.	What time does the event start? End?
4.	Is event indoors or outdoors? Both? (Refer to Appendix A for Outdoor considerations)
5.	Expected number in attendance?
6.	Is this a familiar site or venue?
7.	Is this a repeat event?
8.	What is the history and nature of event?
9.	Have there been any problems or issues in the past?
10.	Is general security required?
11.	If event left overnight- possibility of theft or vandalism?
12.	Is there potential for any protest or demonstration activities?
13.	Lost and Found procedures?
14.	Will a coat/bag check or storage be required?
15.	Will there be a significant number of children or seniors in attendance?
16.	Are clear paths marked for easy accessibility?

17.	What lost-child procedures are in place?
18.	Are "Family-Friendly" restrooms or facilities available?
19.	Will food be served?
20.	Are food permits required?
21.	Are any foods identified as potentially dangerous? (allergies, meat prep, etc)
22.	Will alcohol be served at the event?
23.	What alcohol controls will be in place? (ID checker, drink tickets, transportation, etc)
24.	Who will operate the bar?
25.	What type of alcohol will be served?
26.	Will additional staff, security, or police be needed for crowd control at bar?
II. Transportation/Logistics	
To be completed by the Program Manager	
1.	Is parking available and sufficient?
2.	Is parking within walking distance to event site?
3.	Will guests be transported during event? (Buses, limos, shuttles, etc)
4.	Who will provide the transportation?
5.	Will golf carts or motorized vehicles be used?
6.	Who will hold the keys and where are they located?
7.	Will carts be free to all staff or only dedicated drivers?
8.	If electric, where/how will golf carts charge up?
III. Production Management	
To be completed by the Program Manager	
1.	Are loading areas scheduled and well lit?
2.	Is lighting available for after-hours strike and load?

3. Will a Production Manager be hired out for this event?
4. Where will production crew come from?
5. Does the event set up require heavy equipment?
6. Is timing a factor in setup and strike?
7. Will forklifts be in use? Who will operate lifts?
8. Are lifts in close proximity to staff, décor, guests, etc.?
9. Is the rigging/setup typical or will special considerations or unusual requirements need met?
10. Are all backdrops, drapes, curtains, etc that are used in the production flame treated or fire retardant?
11. Has a copy of insurance been supplied?
IV. Entertainment To be completed by the Program Manager
1. Will any VIP or high profile guests, speakers, or hosts be at the event?
2. What is the entertainment?
3. Are there any special or additional requests from the entertainment?
4. Are the vendors and staff required to sign confidentiality agreements?
5. If photography or video is being taken of the event, is there a disclaimer available?
6. Will green rooms be needed?
7. Will security be needed for the green rooms?
8. Are there any potential health hazards, risks, or health related issues or concerns for any of the entertainers?
9. Is there potential for hazards in any of the entertainment activities? (animals, fire, special effects, etc.)
10. Will guests be engaged in performances? To what extent?
11. Will additional crowd control be needed for entertainment?
12. Have certificates of insurance been provided by the entertainment?

13. Are pathways and lighting sufficient in guest and VIP entrances?

14. Is there sufficient backspace for crew, performers, and guests?

V. Emergency Services

To be completed on-site or with the venue representative by the Program Assistant

1. Does the venue have an AED? Where is it located?

2. Is there a transfer of responsibility in place?

3. Who does the responsibility transfer to and at what point?

4. Is there a contingency plan in place?

5. Is there a "shut down all activities" plan in place?

6. Is an emergency communication plan in place?

7. Are fire, EMS, and police available if needed?

8. Has EMS been contracted for event?

9. Is EMS required for set up or break down?

10. Will they provide their own equipment?

VI. Outdoor Considerations

To be completed on-site or with the venue representative by the Program Lead

1. Has an occupancy permit been secured?

2. Will any tents be erected? How Many?

3. What will secure the tents to ground?

4. Are there a large number of uneven surfaces at the event site?

5. What steps must be taken for even surfaces at the event?

6. What considerations have been made for accessibility?

7. Will overnight security or staff be required?

8. What are the facilities available to overnight staff? (water, showers, restrooms)

9. Are any mobile stages or structures being used?

10. Are mobile green rooms required?

11. Is security needed at stage or green room for crowd control?

12. What will secure the mobile structure to protect from wind?

13. Will an outside consultant be needed to inspect the mobile structure?

14. Has the location and orientation of the stage been considered in regards to wind gusts, sun exposure, etc?