

For Event Organisers...



# Conference Site Survey Checklist

When you are planning a conference there is so much to consider. Our checklist is designed as an aide memoire to help you gather as much relevant information as possible during your site visit. This information will save time and money when assessing the suitability of a venue for staging your presentation.

**Check for (Where applicable)**

## THE VENUE

Adequate parking or transport links for the delegates?
Parking or unloading restrictions that will affect the arrival and departure times of suppliers?
Disabled access to every event space used?
Location of the welcome / registration desk?
Restrictions on where you can and cannot place signage?
Business centre capable of handling printing requirements?
Requirement for risk assessment and method statement?
Scheduled time allowed for install and presenter rehearsals?
Accommodation / food allowance for performers, interpreters, crew?

## THE ROOM (main and breakouts)

Published room capacity allows for the set, stage depth and rear projection?
Columns or chandeliers that could affect sight lines?
Ceiling height (by measuring) at screen location matches published dimensions?
Staging and equipment position will not obstruct fire exits?
AV control desk location (sound engineers require line of site with presenters)?
Room has full blackout facilities for projection?
Simultaneous bookings that may affect your event?
Earliest access time and latest production departure time?
Sufficient access routes for set, stage and flight cases (lifts, stairs etc)?
Space and sight line for simultaneous interpretation booths?
Video conferencing: Three ISDN 2e lines or an ADSL line with a high bandwidth for IP connection?
Distance from the presenter to the back row exceeds 20m? Live camera relay to the main screen is advisable.
Quality and functionality of all installed AV equipment you may wish to use?
Storage for flight cases and production equipment after installation?

## THE STAGE SET

Set colour that will suit both the room and your corporate brand?
Space for rear projection?
Ceiling rigging points to front project from?
Height of stage required so that seated presenters can be seen at the back?
Sufficient stage size for lectern, top table, seating, team awards, performers?
Space for a wheelchair ramp (1 in 12 gradient)?

## LIGHTING / RIGGING (lighting draws a lot of power)

The room has an isolated power supply (other than the 13A ring main)?
The rating of the isolated power (i.e. 63A, three phase / 32A single phase)?
Location of the isolated power outlet?
Hanging points in the ceiling to suspend lighting rigging from?
Can chandeliers affecting the conference be removed?
Do you require coloured architectural lighting / projection around the room?
Do you require coloured architectural lighting / projection outside of the building?
Smoke machine / Pyrotechnics: Can the fire alarm be switched off in the function space?

## SOUND

Noisy air conditioning?
Noise from catering areas (kitchens and coffee stations)?
Effectiveness of sound proofing between adjoining event spaces?
Refurbishments expected in or outside the venue?
Simultaneous events which may have conflicting radio microphone frequencies?
Number of Q & A mic's and attendants required to cover your seating layout?
Venue decibel meter that will restrict the volume of any entertainment?

## IT INFRASTRUCTURE

Which event spaces have wireless internet access?
Conference internet access codes for the organisers and delegates?
Dedicated (not shared with the rest of the hotel) ADSL line. (Cyber Cafés, Live presentations, web casting, web based training)?

## PRODUCTION REMINDERS

Walkie talkies (how many?)
Printing or photocopying equipment?
Event recording (audio, Video or rich media)?
Induction loop or infra red system for the hard of hearing?
Voting system?
Cyber Cafe?
Script prompting system?
Simultaneous Interpretation?