

Site Meeting Checklist



Date:		Time:
Attendees:	Hosts/Representatives	Catering/Drinks
	Coordinator/Committee	Entertainment/PA
Suppliers:	Party Equipment	Flowers/Decoration
	Venue	Cake

Issues to Discuss

Site Plan	Positioning of equipment & suppliers	
Set up	Details & quantities of all equipment provided	
	Who is providing what especially table linen	
	Suppliers' delivery times	
Programme	Event start & finish	
	Suppliers' removal times	
Facilities	Venue maintenance	
	Toilets, water, electricity	
	Parking	
	Security	
Contingencies	Weather	
	Electricity, water	