Location  Is it an appropriate neighborhood for your demographic?

Decor  Does the look fit the style of your event?

Capacity  Tip: a small packed room is better than a big empty room.

Lighting  Do they have lighting rigs? Should you bring your own?

Sound Equipment  Do they have monitors, mic stands, mics? How many channels are on the PA?

Load-in  Is load-in conveniently located? Do they have parking for performers?

Parking  Is it adequate for your patrons?

Staffing  Do they provide bouncers/door people, hospitality staff and a sound person?

Bathrooms  Are they clean and adequate for your patrons?

Wheelchair Accessibility

Backstage  Is the backstage area adequate for your event?

Marketing  Do they design and print their own flyers? What is the cost? Do they advertise?

Payout  What percentage do you receive of the door?

Cancellation  What’s their policy?

Fees  What is their overtime charge? Are there hidden costs?

Booze  Do they have a liquor license? Bartenders?

Additional Fees  What fees might be charged after the event? Cleaning? Damage?

Insurance  Is a policy required?

Need more help selecting a venue or planning your event? Help is available to you 24/7.


800.838.3006