

Host District Venue Checklist

Site coordinator is asked to fill out the list and relay the information to the Area Chairperson
Site coordinator to receive a floor plan from Chairperson prior to site inspection.

- 1) Capacity of facility 300-325 persons – Quarterlies
 400-425 persons – Assemblies
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- 2) Wheelchair Accessibility – REQUIRED

- 3) Tables and chairs - to accommodate capacity of facility and General Service Committee (GSC)
 23 27 – 6’ tables in total, (13 16 for committee blue boards), (2 for registrar and secretary),
 (4 for on stage or on risers) (4 for registration) and seating for GSC (12 members) on stage
 or on risers.
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Volunteers needed for set up and take down of tables and chairs. GSC to set up and take down banners, displays (from table and walls) and sound equipment.

- 4) Podium for floor mic if available (GSC to set up sound).
5) Second meeting space for Friday Area meeting (capacity = 60).
6) Break out rooms 8 rooms for Quarterlies 10 rooms for Assemblies in addition to the main hall.
 * Grapevine and Literature in main hall.
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It is acknowledged that very few facilities within the Area 79 budget have that kind of capability. As a result, committees share breakout rooms. A minimum of 6-8 meeting spaces (in addition to the main hall) is recommended.

- 7) Parking (location and quantity) (location, quantity and cost).
8) Restrooms (quantity and gender neutral) (quantity including gender neutral).
9) Facilities for shredding confidential papers, either on-site or off-site and a place to collect those papers.
10) Large projector screen (preferred in main hall).
11) 10’ Step Ladder.
12) Wifi (passwords if necessary).
13) Smoking area must meet venue requirements, be away from main entrance, monitored and cleaned up by host district.
14) Any venue requirements / special notes (ie: soft footwear, floor tape).