



## LOCATION SITE PLANNER

Take this checklist with you when you visit your potential locations.

### BASICS:

- Is the date available for your Souper Starz event?
- Are they willing to donate the space?
- Are they willing to donate and organize soup/rolls/crackers/dessert?
- How long do you have access to the space? This includes setup and cleanup.
- What is the room capacity?
- Are the venue staff willing to clean up after the event?

### SPACE REQUIREMENTS:

- Are the bathrooms easily accessible?
- Is there enough lighting?
- Is the room set up so all the patrons can easily see the presenter (or can it be rearranged to accomplish this)?
- Do they have audio equipment available?
- Are there tables and chairs available (enough for all your expected diners)?
- Is there one single entrance door so you can easily coordinate payment by diners?