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INSTRUCTIONS: Complete worksheet by filling in the blanks & checking boxes that apply. If your venue has space that can be divided complete a worksheet for each room name individually & combined. E-Mail to info@theplanningfactor.com or mail to The Planning Factor 730 Clark Street, Suite B, St. Charles MO 63301. For more information call us (636) 255-0717.

VENUE REPRESENTATIVE:

Name:

Title:

E-Mail Address:

Venue Type:	Venue Name:
Address:	Room Name:
City/State:	Web Address:
Zip Code:	Phone:
	Fax:

Area

- Jefferson County
- St. Charles City
- St. Charles County
- St. Louis City Central
- St. Louis City Downtown
- St. Louis City North
- St. Louis City South
- St. Louis County Mid
- St. Louis County North
- St. Louis County South

People & Seating Capacities

Max. Standing Capacity:

Theatre:

Banquet:

Classroom:

Boardroom:

Room Characteristics

Floor Level:

Room Dimensions:

Flooring Type:

Lighting Type:

- ADA Approved / Accessible
- Pillars / Obstructions
- Air Wall Divider
- Exterior Windows
- Blackout Curtains
- Lighting Control In Room
- Temperature Control In Room
- Dance Floor
- Electrical Outlets
- Smoking Allowed
- Other _____

Food & Beverage Services

- Food Service Available
- Outside Catering Allowed
- Bar Service Available
- Outside Bar Service Allowed
- Permanent Bar Location
- Portable Bar
- Other _____

Provisions

- Plastic or Vinyl Table Cloths
- Linen Table Cloths – White
- Linen Table Cloths – Color
- Cloth Napkins – White
- Cloth Napkins – Color
- Table Skirts – White
- Table Skirts – Color
- China
- Flatware / Silverware
- Glassware
- Disposable Utensils, Plates, Cups
- Decorations / Props
- Centerpieces
- Pipe & Drape
- Podium
- Staging / Risers
- Other _____

Prep Area For Outside Service

Providers Use

- Service Prep Area
- Sink
- Ice Machine
- Food Warmers
- Refrigeration
- Walk in Freezer
- Microwave
- Stove Top
- Oven
- BBQ Pit / Grill
- Other _____

Other Facilities / Equipment

Parking Spaces:

- Rest Rooms
- Loading Dock
- Carts / Flatbeds
- Dumpster
- Secure Storage
- Coat Racks
- Other _____

Tables & Chairs Provided

- 48” Round Tables
- 60” Round Tables
- 66” Round Tables
- 72” Round Tables
- Oblong Tables 6’ x 18”
- Oblong Tables 6’ x 30”
- Oblong Tables 8’ x 18”
- Oblong Tables 8’ x 30”
- Cocktail Tables – Tall
- Cocktail Tables – Short
- Picnic Tables
- Banquet Chairs
- Folding Chairs
- Plastic Chairs
- Other _____

AV & Communications

- Audio Visual Technician
- Internet Service Wired
- Internet Service Wireless
- Phone Line
- Speaker Phone
- Sound System
- Microphone Hand Held Wired
- Microphone Hand Held Wireless
- Microphone Table Top
- Microphone Lapel Wireless
- Microphone Standing
- Video Conferencing
- TV
- LCD Projector
- Projection Screen
- DVD Player
- CD Player
- Flipchart Stand
- Easel
- White Board
- Other _____

Indoor or Outdoor Venue

- Indoor Venue Space
- Outdoor Venue Space