

NO STRESS ZONE ENTERTAINMENT

CORPORATE EVENT OPERATOR RESOURCE

PROCESS TOOL

Venue Walk Report Template

Document every venue quirk before show day

PAGES

12

COMPLETE IN

90 MIN ON SITE

nostresszoneent.com

Built by DJ Reese | Corporate Event Operator

How to Use

This report is what real operators complete during a venue walk 2 weeks before load in. Hand it to your operator. Expect a completed version back within 5 business days. Review before signing off on the production plan.

The operator who skips the walk is signing you up for show day surprises. Insist on this deliverable in the contract.

Venue Overview

VENUE NAME

EVENT DATE

ROOM NAME OR SECTION

ROOM DIMENSIONS (L x W x H)

CAPACITY (SEATED / STANDING)

WALK DATE

WALK PERFORMED BY

VENUE CONTACT PRESENT

Load In Logistics

LOAD IN DOOR LOCATION AND HOURS

FREIGHT ELEVATOR DIMENSIONS (W x H x D)

FREIGHT ELEVATOR HOURS AVAILABLE

LOADING DOCK ACCESS

DISTANCE FROM DOCK TO ROOM (FEET)

CART OR DOLLY REQUIREMENTS

UNION LABOR REQUIRED

ELEVATORS SHARED WITH OTHER EVENTS

Power Access

POWER ITEM	SPECIFICATION	LOCATION
Number of dedicated circuits		
Amperage per circuit		
Outlet type (20A/30A/60A)		
Distance from outlet to gear		
Extension cord requirements		
Backup power availability		
Generator on standby (YES/NO)		

Sound Coverage

- ☐ House sound system present and functional.
- ☐ Coverage adequate for room size and attendee count.
- ☐ House sound quality tested and acceptable.
- ☐ No dead zones identified in seating.
- ☐ No hot spots or feedback issues identified.
- ☐ Sound bleed to adjacent rooms checked.
- ☐ House sound rental cost documented.

SOUND ISSUES NOTED AND MITIGATION PLAN

Sight Lines and Operator Position

- ☐ Operator can see stage from position.
- ☐ Operator can see emcee for cue coordination.
- ☐ Audience sight lines to stage are clear.
- ☐ No obstructed views for majority of seating.
- ☐ Riser or podium requirements identified.
- ☐ Lighting position does not blind operator or audience.

SIGHT LINE ISSUES AND ADJUSTMENTS NEEDED

Backstage and Green Room

GREEN ROOM LOCATION

DISTANCE TO STAGE (FEET)

BACKSTAGE FLOW FOR SPEAKERS

WATER AND COFFEE AVAILABILITY

STORAGE FOR GEAR CASES

RESTROOM ACCESS FROM BACKSTAGE

BACKSTAGE ISSUES OR NEEDS

Union Rules and Venue Restrictions

- ☐ Union AV crew required.
- ☐ Union electricians required.
- ☐ Break windows required (with meal penalties).
- ☐ Show call minimums documented.
- ☐ Union steward contact obtained.
- ☐ House AV required (cannot bring own).
- ☐ Sound level restrictions documented.
- ☐ Curfew or noise restrictions confirmed.

UNION OR VENUE RESTRICTIONS TO PLAN AROUND

Show Day Timeline

MILESTONE	TIME	NOTES
Load in start		
Gear placement complete		
Sound check start		
Rehearsal start		
Rehearsal complete		
Doors open		
Program start		
Program end		
Load out start		
Load out complete		

Vendor Contact Directory

ROLE	NAME	PHONE
Venue Event Manager		
Venue AV Lead		
House Sound Tech		
House Electrician		
Union Steward		
Loading Dock Manager		
Security Contact		
Emergency Contact		

Contingency Planning

IF FREIGHT ELEVATOR BREAKS

IF PRIMARY POWER FAILS

IF HOUSE SOUND FAILS

EMERGENCY EXIT ROUTES FOR GEAR

Book a venue walk with No Stress Zone Entertainment. Every event includes this report as standard deliverable. Visit nostresszoneent.com.