Venue Correspondence Checklist

1. Venues considered in 2022
   1. KU Union
   2. KU EEEC Beren Center
   3. Arterra
   4. Cider Gallery
   5. Macelli's
   6. Oread
   7. Abe & Jake's
2. Deadlines to know
   1. Official selection of date
   2. Initial Deposit
   3. Menu selection
   4. Final payment(s)
3. Catering Options
   1. Internal only
   2. External only
      1. If so, do they need to be licensed and insured?
   3. Mixed
   4. Food allergy concerns and signage
   5. Service levels
4. Venue Details
   1. Square footage available, in how many rooms
   2. Occupancy limits
      1. Does this change with tables and chairs
   3. Tables, chairs, linens
      1. Confirm these are provided by the venue
      2. Confirm they are included in the room rental cost
      3. Discuss suggested arrangements
   4. Audio/Visual Rental
      1. Projectors, TVs, sound system, microphones, lighting
      2. Confirm costs are included in the room rental
      3. Is a computer provided or will one need to be brought in
   5. Accessibility limitations
   6. Parking options
   7. Number of restrooms and lactation rooms
   8. Setup and teardown times, for day of the event
5. Costs
   1. Room(s) rental
   2. Food
   3. Service level(s) for food
   4. Alcohol
   5. Bartending fee
   6. Cleanup fee