Venue arrival-information worksheet

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Arrival and entrance	
Ordering / payment steps	
Typical noise / lighting	
Quieter options checked	
Communication options	
Contact for questions	
Last checked / owner	

Before use: Explain arrival and ordering. Describe the environment factually. Ask about useful communication options. Give clear next steps and time. Handover agreed arrangements.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online