

SITE SURVEY QUESTIONNAIRE

To be completed while visiting the venue prior to the event date. From this information, create a packing list so you know what equipment to bring.

Venue Contact Name & Number	
Camera Position	
Power Source Location	
Do I need an extension cord to reach? Length?	
Do I need a power strip for additional outlets?	
Laptop Operator Position	
Internet Source & Password (if necessary)	
Upload Speed	
Network firewalls have been disabled?	
Arrival time to set-up on event day	