

APPENDIX 1

VENUE SITE SELECTION

VENUE:				
Item	Best Practice	Yes	No	Comments
Playing Field Area	80 ft. x 100 ft.			
Ceiling Height	25 ft.			
Seating/Bleacher Capacity	2000 seats			
If no-->	Is there room to add portable bleachers?			
Floor covering for Floor / Tarp	Available from venue			
Internet Availability for Scoring Table	Available from venue			
Audio/Visual	Available from venue			
Load In/Load Out (field and teams)	Double door with no or removable stanchion			
Loading Dock	53 ft trailer access			
Venue Accessable	Highway access, one way street limitations			
Parking	600+ cars / school bus			
Curtain / Divider	Between Field and Pit			
Custodial / Janitorial Services	Available from venue, when, OT			
Campus catering				
Concession Stands	1500 - 2000 capacity			
Machine Shop	Onsite? Shuttle? / access for portable			
Hotels / motels local	within 10-15 min commute			
Security	Available from venue, OT			
EMT / School Nurse	Availability, when, OT			
Electrician				
6 ft tables	60 - 80			
Pipe and Drape	available or rental discount?			
Student broadcast TV	nice, not required, community cable access?			
Handicap Access				
Union Restrictions	if yes, what are they			
Field / Pit on same level	if not, is it a very gradual slope or elevator access			
Fork lift / Scissors lift	fork lift for dock , scissors for curtains screen etc.			
Copy machine access				
Chairs	100+			

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Room Availability				
Vol Break Area	60-70 people, about 800 - 1000 sq ft			
Judges Room	20 people , about 400 - 500 sq ft			
Interview Room	10 people, about 100 - 150 sq ft			
VIP Area	10-20 people, 150-300 sq ft combine w/ Vols TBD			
Event Office	Optional, 2-4 people , 100- 150 sq ft			
Field Crate Storage Area	about 1000 sq ft			
Electrical Power	or portable Generator			
Field Lights	100A / 208v / 3 phase			
Field AV / FRC Field power	100A / 208v / 3 phase			
Pits	100A / 208v / 3 phase			
Machine Shop	100A / 208v / 3 phase			