

Venue Research Worksheet

Please email a copy of every completed worksheet to Your-Class-Reunion@SPHSAA.org to help build our venue list for future reunions.
South Pasadena High School Alumni Association · Submit original to chairperson before committee conference call

Submitted by _____

Date _____

Class year _____

A · VENUE INFORMATION

Venue name _____

Address _____

Phone _____

Contact person _____

Type (Hotel / Restaurant / Club / Other) _____

Food service (Buffet / Sit-down / Other) _____

B · ROOM & AMENITIES

Room capacity _____

Patio (Open / Covered / None) _____

Music (Band / DJ / House) _____

Bar (Inside / Outside / Vendor) _____

Hours available (pre-use) _____

Parking (Venue / Street / Valet) _____

☐ Smoking permitted

☐ Adequate space / power for music

☐ Contract received

☐ Floor plan received

C · ESTIMATED EXPENSES (base: 100 attendees)

Attendance guarantee required by venue?

☐ Yes — how many: _____

☐ No

Deposit

\$ _____

Insurance / permit

\$ _____

Banquet / facility fee

\$ _____

Food cost

\$ _____

Bar fees

\$ _____

Security

\$ _____

Music (Band / DJ / House)

\$ _____

Clean-up fees

\$ _____

Valet parking

\$ _____

Other (specify)

\$ _____

Total expenses

\$ _____

Per person @ 100

\$ _____

Per person @ 150

\$ _____

D · ATMOSPHERE

Dress level (Casual / Semi-dressy / Dressy) _____

Noise / acoustics (Loud / Moderate / Quiet) _____

D (continued) · RATE EACH ITEM (circle a number: 1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent)

Comfortable &
friendly atmosphere

1 2 3 4 5

Spaciousness /
room to mingle

1 2 3 4 5

Parking
convenience

1 2 3 4 5

Overall value
for cost

1 2 3 4 5

E · COMMENTS (pros, cons, recommendations)

Tip: Complete a separate sheet for each food-service style (buffet vs. sit-down dinner) at the same venue.