



THE EVENT MANAGER'S SITE SURVEY TEMPLATE

A streamlined worksheet for taking notes on a job site



SITE SURVEY FORM

Job Name	Location	Date
Key People/Contact Info <p style="text-align: right;">*include links/sources to CAD files</p>		
Trucks Drop Load - In Room Ready Doors Event End Strike	Schedule Notes	
Load-In Pathway & Size Limitations		
Dead Case Storage		
Potential Obstacles		
Available Power and Typical Power Runs	Rigging Considerations	
Deadlines	Available Rep Plot Labor Restore?	

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Notes