

**Mirabai Devi Foundation**  
**Venue Check List**



Date: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Address & Cross Street: \_\_\_\_\_

Contact Person, Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Researcher: \_\_\_\_\_

Dates Needed: \_\_\_\_\_

Yes/No/Notes	Details	Comments
	1. Availability – which days do not have regular events?	What days are open?
	2. Bathroom - Number of public bathrooms	What cleaning is needed? Paper towels, soap and toilet paper needed?
	3. Bathroom - Private bathroom available for Mirabai?	Where? How much cleaning needed? Toilet paper needed?
	4. Candles & incense	OK to light?
	5. Chair available for Mirabai?	Comfortable, can sit cross legged
	6. Chair side tables available?	One table on each side of table preferred.
	7. Chairs for public available?	How many? Extra cost for more chairs?
	8. Cost	Hourly preferred instead of percentage of door.
	9. Hours needed	In general: Workshop – 11 hours (8 am – 7 pm) Darshan & Gatherings – 8 hours
	10. Kitchen	Have kitchen? Where? Used for making tea, refreshments, flowers ready
	11. Lighting	Where are the lights? Dimmers available? Strong or subtle lighting? Need to bring lamps?
	12. Music	OK to have live kirtan? Enough room for the band?
	13. Hall capacity - number of people hall will hold	On chairs and with floor seating?
	14. Parking	Where? How many cars fit in lot? Permits on street required? Time limits on street parking?
	15. Place for bookstore, registration and info tables?	What is entrance like? Where will Registration and Bookstore table be?

	16. Private quiet room for Mirabai	Have separate Mirabai room? Where? Is sofa or comfortable chair available?
	17. Promotion – have email list?	How many on venue email and mailing list?
	18. Promotion – Newsletter? Send mailings?	How often? When is deadline?
	19. Quiet room(s)	Are there places for people going through darshan to lie down if needed?
	20. Refreshments	OK to offer refreshments at break, if needed?
	21. Room air conditioning	Fans available too?
	22. Room general condition	Clean? How much preparation needed? Positive energy?
	23. Room shape	Rectangle, square...
	24. Room size	Actual dimensions, i.e. 30' x 30'
	25. Shoes	Where can we leave shoes?
	26. Sound system	We have our own but it is good to know what they have.
	27. Tables available?	Need 6" each for bookstore, registration, info/dakshina

**ADDITIONAL COMMENTS** (it may be helpful to make a simple drawing of the venue layout here):