

De Van & Associates
Venue and Security Survey
www.devanassociates.com

Date: ___ ___ / ___ ___ / ___ ___ ___ ___
 Name of Event: _____
 Name of Venue: _____
 Location (City, State, Zip) _____
 Date of Event: ___ ___ / ___ ___ / ___ ___ ___ ___

Each question is worth 2 points.

EMERGENCY & EVACUATION 20 pts.	OFF STAGE 20 pts.
1. Fire exits clearly marked _____	26. Green room doors secure _____
2. Emergency exit maps _____	27. Restricted access to back stage _____
3. Emergency lighting _____	28. Secure safe in Green room _____
4. Venue emergency evac. plan _____	29. Secured parking entry into back stage _____
5. Primary & secondary exits _____	30. Uniformed access control _____
6. Secured parking entry into back stage _____	31. Uniformed communication devices _____
7. On site security _____	32. Video surveillance cameras _____
8. Ability to restrict access to area _____	33. Multi layer security personnel _____
9. Safe zone between stage and patrons _____	34. Venue liaison _____
10. Law enforcement recommendations _____	35. Easy access to stage and exit _____
TOTAL _____	TOTAL _____

OUTSIDE & PARKING 18 pts.	FACILITY 30 pts
11. Limited obstructions _____	36. Halls well lit _____
12. Easy to follow signage _____	37. EMS personnel on site _____
13. No scheduled renovations _____	38. Conference room available _____
14. Video surveillance outside _____	39. Locked storage room available _____
15. Parking lot well lit _____	40. Full time security director _____
16. Separate vehicle entry for artist _____	41. Walkie-Talkie system _____
17. Designated personnel to direct traffic _____	42. From stage to secure are > 20 sec. _____
18. Within 15 minutes of hotel _____	43. From secure are to exit >20 sec. _____
19. Telecommunications work out to inside _____	44. From exit to off property >20 sec. _____
TOTAL _____	45. Elevated staging area at least 4' _____
PERSONNEL 10 pts	46. Audio alarms off stage _____
20. Manager on duty 24/7 _____	47. Visual alarms off stage _____
21. Uniformed security at stage _____	48. Public address system _____
22. Security at entry to stage _____	49. Housekeeping 24/7 _____
23. Security at Green room _____	50. Maintenance 24/7 _____
24. Security with same company _____	Answering all of the questions <u>2</u>
25. Ability to communicate with police _____	TOTAL _____
TOTAL _____	

GRAND TOTAL _____ (score should be 87% or above)



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