



SPECIALIST WORKFLOWS

Venue booking checklist

A venue booking checklist covering inquiry, availability, hold policy, contract, deposit, event requirements, vendor coordination, and final confirmation.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A new booking is moving from inquiry toward confirmation.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Confirm date and space**

- ☐ 02 **Record event requirements**

- ☐ 03 **Set hold expiry**

- ☐ 04 **Send agreement**

- ☐ 05 **Track deposit**

- ☐ 06 **Schedule final details review**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.