

## RCPC NEW VENUE CHECKLIST

|                                 |  |
|---------------------------------|--|
| Name of Venue                   |  |
| Main Contact and Title          |  |
| Best Contact Number             |  |
| Best Contact Email              |  |
|                                 |  |
| Availability Every Friday (Y/N) |  |
| Park Cities or Adjacent (Y/N)   |  |
| Capacity (min 60)               |  |
| Audio/Video Capabilities        |  |
| Food and Beverage               |  |
| Parking                         |  |
| Minimum Weekly Spend            |  |
| Room Fees                       |  |
| Total ALL-IN cost per person    |  |

**Pease submit to Tom Swift at [1thomasswift@gmail.com](mailto:1thomasswift@gmail.com) , THANK YOU!**