

Dance-a-Thon Venue Setup Checklist

Walk the room zone by zone the day before and again before doors open. Owner initials and a check for each line.

Venue: _____ Walk-through with: _____ Date: _____

Check	Owner	Day before	Doors open
Dance floor			
Floor edges marked; floor surface checked and protected per facility rules		☐	☐
Clear lane kept from the floor to every exit		☐	☐
No food or drinks on the floor; spill towel ready		☐	☐
Chaperone positions marked or assigned		☐	☐
DJ and sound			
Speakers face the floor, away from the quiet zone and the sign-out area		☐	☐
Cables taped or covered; power from circuits facilities approved		☐	☐
Sound check done at the planned level; volume-down signal agreed		☐	☐
Run of show and backup device at the booth		☐	☐
Water station			
Water, cups and refill jugs; trash and recycling bins		☐	☐
Placed off the floor with room for a line		☐	☐
Allergy plan checked for any snacks		☐	☐
Quiet room or zone			
Away from speakers; lower lights; seating		☐	☐
Ear protection, calm activities, visual schedule		☐	☐
Sign on the door; two adults or open door per policy		☐	☐
Sign-in and sign-out			
Sign-in table at the main entrance with lists, pens, wristbands or name tags		☐	☐
Sign-out table where adults wait without crossing the floor		☐	☐
Approved-adult list and ID check ready		☐	☐
Pledge and tally desk			
Away from the floor, staffed by two people		☐	☐
Lockable box, envelopes, tally sheet		☐	☐
First aid			
Station near an exit; kit stocked; incident log and contact list		☐	☐
AED location known and marked; nurse or first aid lead in place		☐	☐
Exits and signs			
Every exit unlocked from inside, unblocked and lit		☐	☐
Signs: restrooms, water, quiet room, first aid		☐	☐
Posted occupancy not exceeded; headcount method ready		☐	☐
Coat and bag area out of exit paths		☐	☐

Sketch your floor plan

Mark: dance floor, DJ and speakers, water, quiet room, sign-in, sign-out, pledge desk, first aid, AED, exits, restrooms, coat area.