Venue confirmation record

Write one responsible person and an evidence reference for each decision.

Trip / venue / dates / contact

Work surface and support: supplied by / dimensions / confirmation

Lighting: supplied by / position / connection / confirmation

Stencil: printer model / input / paper / access time

Power: exact equipment / instructions / responsible person

Transport: entrance / steps / opening dimensions / storage

Unconfirmed items / owner / resolve-by date

Final configuration / version / approved changes

Dependencies and return review

Record actual checks; leave untested alternatives clearly marked.

Function / complete primary equipment chain

Alternative chain / shared dependencies

Check performed / date / person / result / evidence

Unresolved dependency / action / responsible person

What travelled / what was used / what returned unopened

Deliberate backup or accidental duplicate? / reason

Difference from venue plan / action taken

Next-trip changes / owner / completion evidence