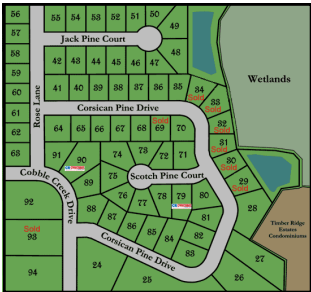


**SALES
DEPARTMENT**

TRAINING



Parties · Tents · Events

**SITE VISIT
CHECKLIST**

Volume 2013-A (Draft)

SITE VISIT CHECKLIST (20 ITEMS)

- 1. ADDRESS - Confirm Address
- 2. COORDINATES / DRIVING DIRECTIONS - Confirm or Obtain
- 3. BEST ACCESS - Confirm Availability with Property Owner
- 4. CARRY LABOR REQUIRED - Measure Distance
- 5. PLOT DIMENSIONS - Measure Overall Space / Layout Drawing
- 6. OVERHEAD UTILITIES - Power and/or Phone Lines
- 7. UNDERGROUND UTILITIES - Any Personal Utility Lines
- 8. SPRINKLER LINES - Arrange Timing & No Blue Staking
- 9. METHOD OF SECURING - Stakes, Water Barrels or Other
- 10. BLUE STAKING ACCESS - Confirm Access for Service Calls
- 11. BLUE STAKING MARKING - Confirm Flags or Paint
- 12. WATER SOURCE - Confirm Availability & Water Pressure
- 13. WATER DISTANCE - Measure Distance to Far End of Tent
- 14. OTHER SECURING OPTIONS - Confirm plan with Property Owner and Diamond Rental Management
- 15. POWER SOURCE - Capacity / Amps / Volts / Access
- 16. POWER DISTANCE - Measure Distance to Far End of Needs
- 17. HOURS OF OPERATION - Confirm Hours of Availability
- 18. DELIVERY DETAILS - Confirm Best Date / Time
- 19. PICK-UP DETAILS - Confirm Best Date / Time
- 20. SITE CONTACT(S) - Best Person/People & How to Locate