

Medicare Seminar Restaurant Checklist

Basic Venue Information			
Restaurant Name:			
Address:			
City/State/ZIP:			
Main Phone:			
Website:			
Manager/Event Coordinator:			
Cell Phone:			
Email:			
Date Visited/Called:			
Evaluator:			
Room & Privacy Requirements	Yes	No	Notes
Fully private room with walls/door			
Room NOT visible/open to general dining area			
Door can remain closed during presentation			
No competing groups in same room			
Room can be exclusively reserved for our event			
Restaurant guarantees room will NOT be reassigned			
Music can be turned off or lowered in room			
Room quiet enough for presentation			
Staff interruptions minimized during presentation			
Lighting adjustable for TV/slides			
Temperature comfortable			
ADA accessible			

Seating & Layout	Yes	No	Notes
Seats at least 30 guests comfortably			
Tables allow guests to face presenter			
Space for TV/presentation setup			
Space for registration/check-in table			
Space for banner/signage			
Easy restroom access			
Parking adequate for seniors			
Parking well lit and safe			
Easy entrance for seniors/walkers			
Audio / Visual & Technology	Yes	No	Notes
Electrical outlets near TV area			
Multiple outlets available			
TV available for use			
HDMI connection available			
Wi-Fi available			
Room lighting works well with TV			
Can arrive early for setup			
Staff willing to assist with setup			
Food & CMS Compliance	Yes	No	Notes
Average meal cost within budget			
Can offer limited/pre-selected menu			
Gratuuity included			
Drink options included			
Separate checks NOT required			
Restaurant can handle group orders efficiently			
Food served AFTER presentation			

Estimated Costs			
Estimated Food Cost Per Person:			
Tax:			
Gratuity:			
Room Fee (if any):			
Minimum Spend Requirement:			
Estimated Total for 30 Guests:			
Final Evaluation			
Privacy:			
Food:			
Staff:			
Technology:			
Senior Friendliness:			
Overall Value:			
Biggest Pros			
1			
2			
3			
Biggest Concerns			
1			
2			
3			

Final Decision	
Excellent – Move Forward Immediately	
Good – Worth Testing	
Maybe – Needs Improvement/Clarification	
No – Not a Good Fit	
Recommended Questions for Managers	
Has this room ever been double-booked?	
Can you guarantee the room in writing?	
What happens if another larger group wants the room?	
Can we arrive 45–60 minutes early?	
Can staff avoid interrupting during the presentation?	
Can food service wait until after the educational portion?	
Who is our direct contact the day of the event?	
What is the busiest/noisiest night of the week here?	
Do you host other senior groups or business presentations?	
Can we reserve recurring monthly dates in advance?	
Notes	