

VENUE DETAILS

Venue name: _____ Venue code: _____

Venue Address: _____

Venue owner (and teacher number if applicable): _____

Mobile Ph: _____ Email: _____

STUDIO DESCRIPTION

Diagram (please include dimensions of room as well as location of piano, desk, door/s and window/s)

Piano make and model: _____

Studio:	Yes	No
Piano will be tuned/regulated prior to examination date		
Well lit and ventilated		
Air conditioning in studio		
Free from external noise disturbance		
Clean & accessible toilet facilities		
Tea & coffee facilities available		

Studio equipment:	Yes	No
Firm and stable piano stool/chair		
Adjustable piano stool/chair		
Large table for examiner use		
Chair suitable for examiner use		
Music stand (if used for instrumental)		
Power point for recorded accompaniment		



ACCESS

	Yes	No
On-site parking for examiner		
Untimed & free street parking within 200 metres		
Easy access for disabled/restricted mobility		
Wi-Fi available		

Public transport details: _____

Options for purchasing lunch nearby: _____

HEALTH & SAFETY

	Yes	No
First aid kit available		
Emergency exits clearly marked		
Studio and exits clear of obstacles and debris		

INSURANCE

	Yes	No
Public liability insurance		

ADDITIONAL COMMENTS

Please email this completed form with an attached photo/s of the studio and a copy of current Public Liability Insurance policy to: office@ameb.nsw.edu.au