

# EVENT PLANNING VENUE CHECKLIST

**This handy checklist lists important questions to ask the venue before signing the contract.**

## ACCESS

- What time can you have access on the morning of the event?
- Will you be able to access all rooms/areas at this time?
- Who should you contact if you can't access the building?
- What time will the cloakroom be manned?
- Is the venue fully accessible? Do the maximum room capacities allow for wheelchair users to be able to move around the rooms and spaces freely? Is a hearing loop available?
- How can the venue be accessed via public transport?
- Which car park and entrance should guests use?
- Are there disabled parking spaces? How many are available and where are they located?
- Is there any charge for parking?
- Is overflow parking available?
- Does the venue provide car parking attendants?
- Is there a goods lift? What is the unloading procedure?
- When must the venue be clear after the event?

## AUDIO VISUAL

- What AV, if any, is included in the venue hire?
- Is there any built-in equipment in any of the rooms, e.g. ceiling mounted projectors, smart boards, screens?
- What are the policies for using outside vendors like production or AV companies? Do they have a preferred supplier list or any charges incurred if external suppliers are used?
- Is the venue capable of providing the AV equipment you anticipate needing for the event? For example, can they provide enough channels and mics for your expected requirements?
- Do they have a lectern or choice of lecterns available? Can you see them? Do they have enough space for speakers notes? Water? Laptop (if set up to operate from the lectern)?

- Would the venue provide a dedicated technician if you worked with their internal AV?
- Where would the sound desk be located in the main room?
- How recently have they invested in the venue equipment?
- Can you view the staging to see what condition it is in? What size stage/how many staging blocks are available? Are steps and handrails available?
- If booking a larger/more advanced venue do they have a speaker-ready room where presentations can be uploaded from a central hub to the correct rooms?
- Can they show some examples of events similar to your event produced by their internal AV technician/team?
- Do they have a price list or can they create a bespoke quotation based on your anticipated AV set up?
- See the AV section for advice on specific technical questions relating to researching and confirming your AV requirements.

## **CLOAKS**

- What is the procedure for handling people's coats and luggage?
- If you expect attendees to have luggage with them, check the storage area available to ensure it is able to cope with expected demand
- When will the cloakroom be manned?
- Is there a charge for leaving items?

## **CLEANING**

- Who do you contact in case of spillage, etc?
- How often will facilities such as toilets be checked, replenished and cleaned?

## **CONTACT AND COMMUNICATION**

- How many venue staff will be working on your event?
- Who is the main venue point of contact for the day of the event? Who do you contact in case of queries/requests relating to set up, catering, AV, etc?
- Will radios be provided to contact key venue personnel? And/or a mobile numbers?
- How quickly can you expect a response to your requests? Is your venue contact dedicated to your event?

- Outline clearly the chain of command for your event and who from your team is authorised to give approval for any changes such as additional alcohol or other expenditure.

## **DELIVERIES**

- When will deliveries for the event be accepted by the venue?
- How must packages be addressed and labeled?
- Who needs to be made aware of the planned delivery details?
- How will packages be collected/found?
- What is the procedure for couriers to collect packages after the event?

## **ENVIRONMENT**

- What is the recycling policy at the venue?
- What waste and recycling items will be removed and is there a charge for this?
- Is there the option for any excess food to be donated to local good causes?

## **FOOD AND BEVERAGE**

- What are the minimum numbers for the booking/what is the minimum spend commitment?
- When are final numbers required?
- When should final dietary requirements be advised by?
- What is the procedure for those with special dietary needs? Will they have a special meal plated ready for them? Will they be provided for within the normal menu?
- Will the food be clearly labeled in terms of what the item is and whether it is vegetarian, etc?
- Will catering staff be able to answer any specific questions the attendee may have about the ingredients/making of specific items on the menu?
- How many serving stations will there be?
- How will queues be minimized?
- Will it be self-service or served by catering staff?
- How should you notify the kitchen if the event is ahead or behind schedule?
- What is the plan for clearing crockery efficiently but with minimal disruption?
- Are decaf tea/coffee and herbal teas available?

- Is bottled mineral water or iced tap water used? Is there a charge for water? Will water be available on the tables? At the refreshment breaks? Is there a water station?
- Don't forget to specify water for the speakers on stage and also when catering staff will be able to refresh this.

## HEALTH AND SAFETY

- What paperwork does the venue require from you and your suppliers e.g. risk assessment, method statement, insurance certificates?
- What level of insurance cover is required from you and suppliers?
- Are there any fire alarms planned during your event?
- What does the fire alarm sound like?
- What are the evacuation instructions for wheelchair users? Where are the refuge points?
- Where is the meeting point in case of evacuation?

## MARKETING AND BRANDING OPPORTUNITIES

- What opportunities does the venue offer for event branding e.g. digital signage, wayfinder signs, posters, banners, flags, etc?
- What marketing opportunities are available from the venue? Will they help promote your event on their website, via social media and press releases?

## POWER AND ELECTRICAL

- Can the venue supply you with a plan of all the power outlets in the areas and rooms you are using?
- Does the venue charge for the use of wall outlets and power utilized?
- How many outlets are available for guests? Will additional power need to be brought in?
- Does the venue provide digital work areas/lounges?
- What about access to outlets or charging ports in the hotel rooms?

## RIGGING AND LIFTS

- What's the rigging policy for the venue? Do they have strict rules regarding lifts and how they're operated in their facility?
- Does the venue own any lifts or will they have to be brought in? How much do they charge?

- Are your technicians allowed to use them, or must they be facility personnel?
- Do they require insurance? Specific training/license?

## SECURITY

- Is any security provided by the venue?
- Is it possible to increase the security provision if your event requires it?
- Does the venue have airport-style security scanners or any other security measures?

## SET UP

- Where will registration take place?
- Can they provide desks/tables and chairs as required?
- Is there a maximum number of tables which will comfortably fit into the space?
- Are there power sockets close to the registration stations?
- What are the maximum capacities for each room for different layouts?
- What is the ceiling height at the lowest and highest points?
- What are the options for event signage? Is digital signage available? If so, what format should the information be supplied in, to whom should it be sent and by when? Can it be easily changed on the day? And how?
- Are wayfinder signs available? What size and layout do they take (e.g. A3 portrait)
- What color is the linen provided? Is there a choice of colors?
- Can the venue provide any cool furniture for the stage or chill out areas?

## STAGING

- What color, and in what condition is the stage deck?
- What condition are the legs and stage locking mechanisms?
- Are steps provided?
- Does it meet local health, safety, and accessibility guidelines (e.g. barriers if above a specific height, accessibility ramps, handrails on stairs)

## ADDITIONAL TECH

- Does the venue offer digital signage? How easily updatable is it, and who is directly responsible for updating it?
- Does the venue offer beacon or other intralocation technology?
- Are there any other technology “add-ons” being offered by the venue?

## **WIFI AND INTERNET**

- What are the available speeds for Internet access and how does the venue charge for them?
- How do guests access the WiFi?
- Do they need to supply any personal data to sign up?
- Is a hard-wired internet connection available to the lectern, in the press room and to the tech desk?
- Are you getting the speed you’ve been promised? (Check this - don’t just take the venues word for it)
- Are there too many competing WiFi networks in the area, degrading the signal?
- Is the wireless network password protected and secured using encryption?
- Can you specify the network name and password for your event?

## **GENERAL**

- How can you dim the lights?
- Can the blinds/curtains be opened and closed by the event planner?
- When will the venue share the final operations sheets/Banquet Event Order (BEO) with you before the event?