

## Venue Checklist

**Name of Venue** \_\_\_\_\_

Ease of locating venue \_\_\_\_\_

Car parking and/or access to transportation \_\_\_\_\_

### MEETING ROOMS

- Style
- Capacity — will it accommodate your number of attendees and the seating plan you want to use?
- Ceiling height

### LIGHTING

- Is there natural daylight?
- Blackout facilities
- Spotlights
- Lectern lights
- Location of control panel

### CHAIRS

- Are the chairs suitable for your event?

### OBSTRUCTIONS

- Are there any obstacles that will block participants view or impede movement in the room?

### AUDIO VISUAL EQUIPMENT

- What does the facility supply?
- How much is included in the cost?
- What is the cost of renting items from the venue?
- What condition is the equipment in?

### CATERING

- Selection of sample menus
- What is included in the costs?
- How much do additional refreshments cost?
- What type of service options are available for breakfast, lunch, etc. (plated, buffet, box lunch, etc.)?
- Is there a separate space available for food service, or will refreshments be stationed in the meeting rooms?

### COATROOM OPTIONS

- Are there facilities available to accommodate participants' coats?

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### RESTROOMS

- Number of cubicles
- Disability accessible facilities

### PUBLIC PHONES AND INTERNET ACCESS OPTIONS

- Are there public phones available?
- Will attendees have access to Wi-Fi?  
If so, will there be a cost to the event?

### EXHIBITION SPACE

- Location in relation to meeting rooms
- Number and location of electrical sockets
- Number and location of telephone hookups

### ROOM RATES

- Meeting room rate — is that based on room block size and/or catering?
- Sleeping room rate
- Deposit required
- Will venue provide a special rate based on room block size and/or catering?
- What is the deadline for cancellation and what is the cancellation policy?