

# QUICK VENUE ASSESSMENT CHECKLIST

USE THIS CHECKLIST FOR EASE WHEN DETERMINING VENUES' FEATURES AND PROCESSES

| VENUE SERVICES FOR EASY EVENT PLANNING  | ✓ X | NOTES |
|---|-----|-------|
| Do they offer online booking tools?   |     |       |
| Do they offer inclusive technical support and AV essentials?  |     |       |
| Do they offer in-house catering and networking packages?  |     |       |
| Do they offer complete event management (guest registration, bulk printing, bump-in, sourcing quotes for additional services )? |     |       |
| If hosting events in other locations – can they manage your entire event schedule locally/globally?                             |     |       |
| Can they replicate multiple events from a single set of instructions/event template?  |     |       |
| How flexible are they with last minute changes and special needs?   |     |       |
| Is there an on-site event coordinator dedicated to managing your event? What is their process?                                  |     |       |
| <b>GENERAL ESSENTIALS</b>   |     |       |
| Is there easy access for any guests who may need assistance?  |     |       |
| Is it centrally located with public transport and parking nearby?   |     |       |
| Are there plenty of breakout spaces for your guests to relax and recharge?  |     |       |
| Is there Wi-Fi and high speed internet connection available and what are the costs?   |     |       |
| Are there device charging stations?   |     |       |
| Is my data and company information secure?  |     |       |
| Is exclusive use space available for sensitive or private company meetings?   |     |       |
| <b>ANYTHING ELSE? ADD MORE REQUIREMENTS BELOW</b>   |     |       |
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