

# Comprehensive Event Venue Checklist

*Guide for Venue Managers and Event Planners*

## **Atmosphere & Suitability**

- Does the venue have the right ambiance for your event?
- Can you modify the venue to suit the desired atmosphere (e.g., decorations, lighting changes)?
- Is it possible to visit the venue during another event to assess its capabilities and limitations?

## **Location & Accessibility**

- Is the venue centrally located and easy to reach?
- Is the travel time acceptable for the majority of guests?
- Are there adequate transportation options, including public transit and parking?
- Is the venue accessible for international guests, with connections to airports or other transport hubs?

## **Capacity & Layout**

- Is the maximum capacity suitable for your event?
- Is the space layout adaptable (e.g., partitions, tent extensions)?
- Can the venue accommodate both large and small groups without making the space feel too open or closed in?
- Are there separate break-out rooms for parallel sessions?

## **Parking & Accessibility**

- Are there enough parking spaces, or can additional parking/shuttle services be arranged?
- Is the venue accessible for people with physical disabilities (ramps, elevators, accessible restrooms)?

- Is there an accessible restroom for wheelchair users?

### **Toilets & Cloakroom**

- Are there enough toilets available (1 per 75 guests)?
- Is there a cloakroom or a space to set one up?

### **Catering & Technical Services**

- Are catering facilities available on-site (kitchen)?
- Are you required to use the venue's preferred suppliers (technical, catering, decorations)?
- Can you bring in external suppliers without additional fees?
- Are tables, chairs, and other essential items provided, or will these need to be hired?

### **Audio-Visual & Lighting**

- Does the venue provide its own AV facilities and sound systems?
- Are the acoustics suitable for your event's needs?
- Can the event space be darkened for presentations or other activities, or does it provide adequate natural lighting?
- Is the power supply sufficient, or will an additional generator be needed?

### **Cost & Utilities**

- Are all utility costs (electricity, water, heating/cooling) included in the venue hire fee?
- Is there adequate lighting for the venue and surrounding areas, including parking lots for safety?

### **Stage, Dance Floor & Changing Rooms**

- Is there a built-in stage, or can one be constructed?
- Is there a dance floor available, or can one be brought in?
- Are there changing rooms for staff, performers, or artists?

### **Noise, Closing Time & Climate Control**

- Are there any restrictions on noise levels or closing times?
- Can special permissions be obtained for extended hours or louder activities?
- Are the heating and air-conditioning systems sufficient for your event's needs?
- Is there adequate ventilation to keep the space comfortable?

### **Signage, Wi-Fi & Communication**

- Is there a signage system (digital or manual) to guide guests between rooms?
- Is there reliable Wi-Fi available for guests?
- Can the venue provide a space for a press room or communication center with necessary connections (internet, phone, electricity)?

### **Venue Management & Hotel Accommodations**

- Does the venue have a dedicated location manager to assist with preparations and day-of logistics?
- Are there sufficient hotel rooms nearby for guests traveling from out of town?

### **Exclusivity & Additional Events**

- Can the venue be hired exclusively, or will other events be taking place simultaneously?

### **Security & Safety**

- Are there adequate security measures in place (emergency exits, fire extinguishers, first aid)?
- Is the venue logistically accessible for delivery and removal of event materials?
- Are entrance doors and pathways wide enough for equipment or large installations (e.g., car launches)?

### **Structural Capacity & Special Considerations**

- Is the roof load-bearing capacity sufficient for any hanging installations or equipment?
- Are ceilings high enough for stage setups, lights, or special effects?
- Can a designated smoking area be arranged outside?