



EVENT VENUE CHECKLIST



Name _____

Event _____

Venue _____

Date _____

FREE RESOURCE

Section 1: Initial Assessment

Venue Location

- Evaluate the venue's accessibility
- Accessible entry points and facilities
- Overall convenience for attendees
- Public transport and connection options
- Parking facilities
- Proximity to accommodations
- Assess the location's convenience

Venue Permits Requirements

- Any local regulations
- Permits required for the event
- Temporary structure permits
- Health and safety certificates
- Noise restrictions
- Alcohol licensing
- Public safety approvals

Venue Permits Requirements

- Ensure the venue's capacity aligns with your expected attendance
- Verify compliance with safety and fire codes
- Adaptable spaces for breakout sessions or smaller gatherings

Venue Availability

- Confirm the venue is available on your preferred date(s)
- Check the time allocated for event setup and takedown

Section 2: Venue Features and Amenities

Room Configurations

- Identify available layout options
- Theatre style
- Classroom style
- Banquet style
- Cabaret style
- Staging or platform areas

Technical Capabilities

- Availability of AV equipment
- Microphones
- Projectors
- Screens
- Wi-Fi's speed and capacity
- On-site technical support

Catering Services

- In-house catering or external caterers
- Accommodate dietary restrictions and preferences
- Bar services

Furniture and Equipment

- Verify the availability of tables
- Chairs
- Linens
- Decorative items
- Podiums, flipcharts or whiteboards

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Section 3: Cost and Contractual Considerations

Pricing

- Review fees
- Hourly fees, Daily fees
- DDR - Day Delegate Rates
- Package deals: 24 rates, DDR+DB
- Deposit requirements and refund policies
- Additional charges like cleaning, overtime or storage fees

Contractual Terms

- Carefully review cancellation and rescheduling policies
- Check for insurance requirements
- Understand liability and indemnity clauses

Section 4: Accessibility and Inclusivity

Physical Accessibility

- Complies with accessibility standards (e.g., ADA in the US, UK Equality Act)
- Ensure lifts or elevators are available where needed
- Accessibility of bathrooms
- Accessibility of building entrances

Inclusive Features

- Accommodations for neurodiverse attendees
- Availability of quiet spaces or prayer rooms
- Gender-neutral bathroom facilities

Section 5: Sustainability and Eco-Friendly Practices

Venue Sustainability

- Recycling and waste management protocols
- Energy-efficient features
- LED lighting
- Renewable energy sources
- Locally sourced catering options

Green Certifications

- Certifications like BREEAM (UK) or LEED (global)
- Partnerships with eco-friendly vendors

Section 6: Additional Considerations

Safety and Security

- On-site security team or detailed security protocols
- Emergency evacuation plans, clarity of signage, accessibility for all attendees, and consideration for individuals with disabilities
- Access to first aid and medical support

Branding and Marketing

- Designated spaces to display signage and branding
- Any restrictions on promotional materials
- Visibility and access for media setups

Client and Attendee Experience

- Availability of a dedicated event manager or coordinator
- Presence of concierge or guest support services
- Research reviews and feedback from previous clients

Section 7: Final Walkthrough Checklist

- Final site visit to confirm all arrangements
- Test all AV equipment to ensure functionality
- Check for microphone feedback
- Projector alignment
- Speaker connectivity
- Verify catering arrangements and dietary accommodations
- Double-check attendee numbers and finalise seating plans
- Test Wi-Fi connectivity on-site
- Review the final contract to ensure alignment with previous discussions