

Venue Name:	
Space Inspected:	
Venue Contact:	
Site Inspection Time:	

Venue Accessibility

Close to public transport?	Yes / No	
Will it be easy to transport delegates to the venue?	Yes / No	

Accommodation

How many rooms are there?		
Room Types?		
Any accessible rooms?	Yes / No	
How do the rooms look/feel?		
How will rooms be booked? (e.g. Through company? Directly through hotel?)		

Bathrooms

How many bathrooms are in the venue?		
Any accessible toilets?	Yes / No	
Where are they in relation to the function space?		

Parking

How many parking spots available?		
How many accessible parking spots are there?		
Is there valet parking?	Yes / No	
What parking is included?		
How close is parking to the function space?		
What is the cost of parking?		

Catering

What meals need to be included?

Where will catering be served?

What kind of tea / coffee? (e.g. pods, instant, barista, etc.)

How will special dietaries be managed?

Function Space

How big is the space?

What is the capacity?

What seating styles are available?

Is there natural light? Yes / No

Is there room for a stage? Yes / No

Are the chairs comfortable? Yes / No

What signage is available? (e.g. electronic, freestanding, etc.)

How early can we bump in?

How long do we have to bump out?

Is the space accessible? (e.g. ramps, elevators, stairs, etc.)

Audio Visual

Is there a projector? Yes / No

Is there a screen? Yes / No

Is there an audio system? Yes / No

Is there a white board / flip chart? Yes / No

Is there a microphone? Yes / No

Is there access to power? Yes / No

Is there Wifi available? Yes / No

Overall Venue Analysis