

Venue Screening Worksheet

Meeting Name: _____ **Number of Participants: Local** _____ **Remote** _____ **Total** _____ **Meeting Duration:** _____

Consideration **Support?** **Strengths:** **Weaknesses:** **Notes:**

Location

- Is the location convenient to travelers from out of the area? Y / N
- Does the location have enough parking and other support facilities to assist you? Y / N
- Is it central to key players in the meeting? Y / N

Sound

- Will participants need to be amplified? Y / N
- Is there a backup plan to manage any disruptive noises? Y / N

Light

- Will you need to dim the lights frequently? Y / N
- Does the venue have well lit corridors and parking? Y / N

Visibility

- If the meeting houses more than 20-30 people you may need to make special arrangements in order for everyone to see each other or the presenter. Y / N
- Put any visuals high enough off the ground to make sure that all participants can see them Y / N
- Watch your font sizes and word density on presentations because people in the back can't read anything smaller than 20pt font Y / N

Size & Space

- Does the venue support a meeting of your size regularly? Y / N
- Spaces that are too small are threatening to some and spaces that are too big scatter participants too far apart. Y / N
- Does your venue support breakout rooms, prep areas, phone booths, study carrels, or green room style facilities? Y / N

Seating

- Will the meeting be a 8 hour torture fest in the world's most uncomfortable chairs? Y / N
- Can the venue arrange the seats in advance to support your style of meeting? Y / N
- Does the arrangement of seating that you choose support your type of meeting? Y / N

Remote Participants

- Can people effectively participate in this event remotely? Y / N

Technology Needs

- Does the venue have the technology to support your event? Consider things like voice amplification, video playback, computer screen presentation, telephone, or video conferencing, etc. Y / N

Biological Needs (Food, Breaks, etc.)

- Can your facility support the biological needs of your audience? One unisex bathroom is insufficient for a meeting of 100 people. Y / N
- Can the venue support food service, and of what type? Buffet style? Sit down meal with wait staff? Will there be snacks during the meeting? Y / N
- Break length will need to be managed based on the length of time it takes your participants to get their biological needs addressed. Y / N
- Multi-day meetings will need overnight facilities - does your venue have access to such or will they provide transit to those that do? Y / N

Transportation

- Does the venue provide adequate transportation services? If the parking lot is more than 150 yards long is there a shuttle? Does the venue have transit to and from major transportation hubs? Y / N
- Consider logistics for indoor transportation when interior walking distances are excessive. Don't have your participants park in the A wing of the building when the meeting is in the Z wing a mile away. Y / N