



Parkinson Canada

Your fundraiser, your way.

Venue Selection Checklist

	Yes	No	Notes
Does the venue fit the theme?			
Will it make it possible for you to accomplish your objective?			
Target Audience			
Will the target audience be comfortable in the venue?			
Is it easily accessible for your audience?			
Budget			
Does this venue fit into your budget?			



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Will you need to outsource for any services and equipment?			
Number of Guests			
Can the venue hold the amount of guests you would like?			
Date and Time			
Is the venue available?			
Are there other events occurring during this date near the venue?			
Will your target audience be able to attend on the date?			
Services and Equipment Needs			
A/V capabilities			



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Is parking available?			
Are necessary equipment and services included?			
Is security available?			
Are there any licenses or permits you will need?			
Venue Visit			
Accessibility – is there wheelchair access?			
Are the washrooms clean?			
Will you need to plan for the weather?			



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Is parking available?			
Are necessary equipment and services included?			
Has the venue hosted similar events before?			
Revisit service and equipment needs, does the venue provide the necessities within your budget?			
Are there any restrictions?			
Emergency exits?			