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Venue Selection

	Yes	No	Notes:
Objective and theme of Event			
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?			
Evaluate your Budget			
Does this venue fit into your budget?			
Will you need to outsource for any services and equipment?			
Number of			



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