Venue Checklist

Is your venue fit for purpose?
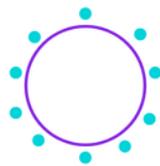
DESKTOP RESEARCH

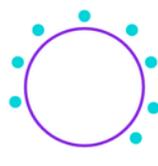**Venue Name:**
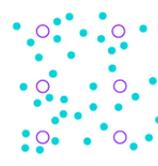
Room Name:

Layout/style:
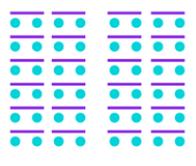
| Banquet | Cabaret | Cocktail | Theatre | Classroom |

Max Capacity:

Min Capacity:

The capacity will change depending on your preferred layout so make sure you know the min and max for each style.

Pro tip #1 - Layout impacts both revenue and comfort. High-density setups like theatre style increase profitability but may sacrifice networking opportunities. Prioritise the layout that best reflects your brand and event objectives.

Venue Inclusions: ✓ ✗

In House AV Equiptment	External AV Allowed
In House Catering	External Catering Allowed
Onsite Venue Manager	Background Music
Liquor Licence	Digital Signage
Furniture	Table Centrepieces

Ensure you understand your venue quote and know exactly what the venue is and isn't able to provide as a standard inclusion.

Pro tip #2 - Ask the venue to quote on your minimum viable attendance number. You can always increase numbers, but it is much harder to reduce numbers once a contract has been signed.

SITE VISITS

Conducting site visits is a valuable way to confirm that the venue is suitable for your event needs, but they are also time consuming. Maximise your time by doing as much desktop research as possible and then following this checklist when you are onsite at a venue.

Accessibility

Delegate Proximity
Is the venue within a 5-minute walk of major public transport (train, tram, bus)?

☐

Parking & Load Zones
Are there dedicated, clearly marked parking zones for guests, speakers, and VIPs?

☐

Inclusion
Are there ramps, lifts, and accessible restrooms for all areas guests will access?

☐

Internal Flow
Is there a clear, logical, and uncrowded path from the registration area to the main event space and restrooms?

☐

Logistics

Bump In/Out Access
Is there a dedicated, unshared access point for vendors?

☐

What are the exact permitted hours?

Storage Capacity
Can the venue safely and securely store essential items (e.g., promotional materials, auction items) overnight for next-day pickup?

☐

Cloaking Facilities
Is the cloaking area large enough to process the peak expected number of guests without causing a bottleneck?

☐

Pro tip #3 - If available utilise on-site storage to save time and money. Pre-event deliveries reduce transport fees, while overnight storage avoids stressful late-night bump-outs and expensive staff overtime.

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Technology

Wi-Fi Density
Is the Wi-Fi robust enough to support all delegates simultaneously?

How important is this for your event?

Power Point Proximity
Are power outlets located directly adjacent to where key infrastructure is needed (e.g., AV desk, photo booth, Brand Activations)

Extension Cord Supply
Does the venue provide professional-grade, multi-plug extension cords and power boards, or must we hire our own? (A key hidden Event Budget cost).

Tagging & Testing
Does the venue require testing and tagging of all external electronics brought onsite? If so, do they provide this service?

In-House AV Mandatory?
Is it mandatory to use the venue's in-house AV team?

If so, does their quoted price meet your Event Budget and technical requirements?

Risk & Compliance

Noise Curfew
What is the non-negotiable noise curfew for both music inside and guests departing outside?

Damage Policy on Fixtures
Are there restrictions on hanging items or using certain adhesives for decoration?

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Staffing & Service

Venue Event Manager
Will a dedicated, named Venue Event Manager be present from bump-in through to bump-out?

☐

Kitchen Access/Capacity
Can external caterers access the kitchen for prep and plating?

☐

Is the capacity sufficient for the event size?

☐

Can the Caterer do their own site visit?

☐

Bar Service Exclusivity
Does the venue insist on using their own bar staff and alcohol packages, or can we bring in bespoke beverages?

☐

Outdoor Venues

Plant/Tree Clearance
How much clear space is needed to avoid impacting existing plants and trees for infrastructure placement?

Generator Location
If a generator is required, is there an allocated space that is sufficiently soundproofed and out of sight to protect the event ambience?

☐

Emergency Vehicle Access
Is there an unimpeded, clear pathway for emergency services to access the site at all times?

☐

CONTRACTS
(Things to look out for)

Cancellation Policy
What is the exact penalty structure for cancellation due to unforeseen circumstances (e.g., force majeure)?

Insurance Liability Split
Who is liable for damage to the venue's fixtures vs. your hired items? Get this clearly defined.