

# Venue Checklist

questions to ask before for your next retreat or conference

## Location

- What is the nearest metropolitan area(s)?
- How many miles away is the venue from nearest metropolitan area(s)?
- How many miles away is the nearest airport, bus station, or train station?
- What car companies are available?

## Capacity

- What is max capacity for banquet style seating?
- What is max capacity for conference style seating?
- What is max capacity for standing room?

## Accessibility

- Are service animals welcomed?
- Is the meeting space(s) wheelchair accessible?
- How far away is the parking lot from the entrance?
- Are bathrooms handicap accessible?

## AV Equipment

- Do you have a comprehensive list of AV equipment?
- How many people can fit comfortably on the stage?
- What kind of screen/projectors do you offer?
- Do you provide connection cords?

## Internet Access

- Is WiFi available?
- Are there any places where the Wifi does not reach?
- How is the cell service for [most popular cell service in your group]?
- Do you have charging stations?

## Seating

- What seating styles do you offer?
- What kind of chairs does your facility provide?

## Food and Beverage

- Do you offer catering and beverage service?
- Do you accommodate special diets?
- Can we bring in our food, if not?

## Staff

- Who do I contact with general questions?
- Is there someone else I contact for IT/technical issues?
- Will a staff member be available to me 24/7?

## Lodging

- How far away are the rooms from the conference center?
- Is there on-site transportation services?