

Event Venue Selection Checklist

Your Step-by-Step Guide to Finding the Perfect Venue

1. Event Details

- Event name or purpose
 - Event date(s) and time
 - Number of attendees
 - Type of event (corporate, wedding, celebration, etc.)
 - Indoor or outdoor preference
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2. Budget Planning

- Total budget range
 - Venue rental cost
 - Setup and cleanup fees
 - Taxes and service charges
 - Deposit amount and due date
 - Payment schedule and final balance
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3. Location and Accessibility

- Easy access for guests
 - Nearby parking or valet service
 - Public transportation options
 - Hotels or accommodations nearby
 - Clear directions and signage Accessibility for wheelchairs or strollers
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4. Capacity and Layout

- Fits expected guest count comfortably
 - Seating layout supports your event style
 - Space for stage, dance floor, or breakout rooms
 - Good traffic flow between areas
 - Comfortable temperature and lighting
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5. Amenities and Services

- Tables, chairs, and linens included
 - Reliable Wi-Fi and audio-visual equipment
 - Built-in sound system or speakers
 - On-site catering or kitchen access
 - Staff support during the event
 - Setup and teardown help
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6. Ambiance and Theme

- Decor complements your event vision
 - Lighting enhances atmosphere
 - Clean and well-maintained interior
 - Good natural light (if desired)
 - Appealing exterior for photos
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7. Vendor and Logistics Coordination

- Venue allows outside vendors
 - List of preferred or required vendors provided
 - Loading and unloading access for vendors
 - Storage space for supplies
 - Adequate power outlets for equipment
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8. Contract and Policies

- Review cancellation policy
 - Confirm what's included in rental
 - Overtime and noise restrictions clarified
 - Insurance or liability coverage required
 - Deposit and refund details written clearly
 - Contact person available day of event
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9. Red Flags to Watch For

- Hidden fees not mentioned upfront
 - Unresponsive or disorganized staff
 - Poor cleanliness or maintenance
 - Limited accessibility for guests
 - Vague or incomplete contract details
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10. The Wow Factor

- Unique or memorable features
 - Photo-friendly spaces
 - Natural light or striking architecture
 - Positive online reviews
 - You can imagine your event there instantly
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Pro Tip: Bring this checklist to every venue tour. Take notes as you go and compare your top three choices before signing any contract.

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