

Checklist: Questions to ask about every venue

When was the venue last remodeled? _____

How comprehensive is the on-site staff? _____

What types of events have been held here before? (References are required!)

What types of challenges have there been, and how did event management handle them? _____

What are the IT capabilities—internet connection, in-house technicians, speaker equipment? _____

If there's an emergency, how will the venue staff get responders there quickly? How long will it take? _____
