

SITE SELECTION PLANNER

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Selecting your ideal meeting venue is one of the most critical and important tasks in the planning process.

The following worksheet is provided as a guide and may assist in determining the most appropriate venue for your event. Simply rate each aspect on a scale of 1-5 (see scale below), skipping over areas of no relevance to the success of your event, then add up the total at the end. This is intended as a rough guide only and does not take into account costs or detailed references to leisure activities.

SCORE RATING

1 = POOR 2 = FAIR 3 = GOOD 4 = VERY GOOD 5 = EXCELLENT

Score Rating	VENUE ONE	VENUE TWO	VENUE THREE
Venue name			
Address			
Inspection date			
Inspection time			
Contact person			
Contact number			
Parking arrangements			
RATING	1-5	1-5	1-5
ACCESSIBILITY			
Ease of access			
Coach parking			
Adequate signage			
Car parking			
Disabled access if required			
Total accessibility			
CHECK-IN			
Lobby and reception			
Group check-in area			
Luggage storage for early arrivals			
Luggage storage for late departures			
Process for luggage handling			
Porterage			
Total check-in			
MEETING FACILITIES			
Registration area			
Adequate storage space			
Main room suitability			
Breakout rooms / syndicate rooms			
Proximity of breakouts to main meeting			
Proximity of secretariat to meeting area			
Natural light			
Adequate power points			
Flexibility of space			
Appropriate furniture / acoustics			
Speaker preparation area			
Band dressing room			
Adequate toilet facilities			
Hospitality suite / bar area			
Trade area – ease of bump in / out			
Teambuilding area			
Other			
Total meeting facilities			
AUDIO VISUAL			
Is AV available / sufficient			
Ease of access to additional AV			
Total audio visual			

