

STBONAVENUE

12 Questions to Ask Before Renting a Venue

Planning an event is full of countless decisions, but there is one that will have the biggest impact on your event's overall success. The venue! Everything from the date of the event, speaker options and attendees' experience will depend on your selection for an event venue.

Here are our key questions you should ask before selecting a venue for your event:

LOCATION

1. What is the geographic range of your guests?
2. Is the venue a reasonable distance from attendees' homes, places of work or airport?
3. Have you considered the traffic, transportation, parking and lodging options?

CAPACITY

4. How many attendees are expected?
NOTE: Attendees include guests, speakers, performers, support personnel, volunteers and anyone else who will have a role in your event.

SERVICES AND AMENITIES

5. Does the venue offer services to meet your event's specific needs? This may include:
 - On-site kitchen facilities
 - Equipment (Tables, chairs, linens, podium, stage etc.)
 - Extra space (Breakout or ready rooms)
 - Security
 - Licenses (Alcohol or wedding licenses)
 - Lodging

ACOUSTICS

6. Will the design affect the acoustics?
7. Is there updated A/V equipment?
8. Is there an on-site technician for day-of coverage?

LAYOUT OPTIONS

9. Will the layout accommodate your planned activities?
10. Will the layout encourage a smooth flow of traffic for guests?

PARKING

11. Is there enough parking? If not, what additional accommodations will need to be made to ensure guests can arrive safely?

ACCESSIBILITY

12. Is the venue accessible for all of your guests?
Accommodations may include:
 - Van-accessible parking spaces
 - Ramp entrances to buildings
 - ADA/Accessible restrooms
 - Chairs with and without arms and bariatric chairs
 - Wheelchair-accessible desks/tables