

Venue considerations

Make sure your venue has everything you need to run a successful training

About my training

Training Date: _____ Start time: _____ End time: _____

Attendance Goal: _____ Breakout rooms (if needed): _____ # of Participants per breakout: _____

Internet: Must have Nice to have Not needed

Venue Checklist

Must have:

- Space available for sufficient amount of time (allow 1.5 hours on front end and 30 minutes to an hour on back end)
- Main room with sufficient seating
- Projector and projection surface in main room (if this is not provided, you should make plans to round up and bring your own)
- Easily Accessible: access to parking or public transportation
- Enough tables for Registration and refreshments (if sufficient tables are not provided, you should make plans to round up and bring your own)

Nice to have:

- Wireless internet connection (required if your training sessions require it)
- Test it out on your device!
- Wifi Network and Password: _____
- Visible clock presenters can see in order to keep better track of time
- Moveable chairs/tables
- Enough capacity for classroom or workshop style seating (rather than theater)
- Plenty of wall space for flip chart and signage (check with the venue before you put anything on walls. Always use painter's tape.

Additional Notes

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- 1) Main Room: Where will we set up the projector and screen? Where will be plug in the projector?
- 2) How will we gain access to space? Do we need to obtain a key, will the building have staff who will meet us, or will it be open?
- 3) Where will we set up the food and snacks, if we provide them?
- 4) What computer will we need to connect the projector to? Is there a computer provided, or will we need to use one of our laptops? Whose will it be?
- 5) Where will we post up our flipchart during discussion sessions?
- 6) What special directions do we need to share with attendees in our confirmation emails to make sure they find the place (are there any weird obscure roads to turn down? Is there construction nearby that's hard to navigate? Is the room within the building easy to find?
- 7) Where will people park? Will we need someone outside directing traffic to the appropriate places for parking?
- 8) Are there any special venue rules or restrictions to consider? (E.g. Is outside food allowed? Can you put signs on walls? Do you need to take out trash?)

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