

VENUE INSPECTION CHECKLIST A few questions to help in the venue selection process prepared by Summit Conference Group. Feel free to download and use to evaluate venues.	Venue A:	Venue B:	Venue C:
Is the venue close to your Workplace, Airport & CBD? (Lengthy travel time/cost may be undesirable for delegates and facilitators.)			
Does the venue provide adjustable ergonomic chairs for all day comfort? (All day comfort is important to the concentration of delegates.)			
Is there good natural light in the conference room?			
Will the number of breakout/syndicate rooms be adequate?			
What audiovisual equipment is included in the package? (Sometimes you pay extra for equipment.)			
Does the venue have a back up power supply? (There may be too much at stake to suffer down time.)			
Does the venue specialise in conference services? (Noise from leisure guests at some venues - weddings or families can be distracting near the conference room.)			
Does the venue allow for sole occupancy or a sense of sole space?			
Does the venue provide for private dining?			
Does the venue have adequate recreational, outdoor and relaxation activities? (Look for walking & jogging tracks, high ropes course, sauna, pool, gymnasium, exercise rooms, open fireplace, pool tables etc.)			
Can special dietary requirements be catered for?			
Is air conditioning provided in the guestrooms?			
What facilities are provided in the accommodation rooms? (Iron & board, hairdryers, TV's, tea & coffee facilities.)			
Is the rate all-inclusive as a complete package or are there extras?			
How promptly are requests dealt with? Does the venue appear to be responsive to unusual requirements?			
Does the venue have industry validation? (Look for accreditation ISO, Vic tourism, IACC, MIAA, Cooking Awards)			