

Conference venue checklist: 15 things you should ask before you book

Planning a conference? Use this simple checklist to compare venues quickly and make sure nothing important gets missed.

1. Capacity & layout

- Is the venue the right size for your expected numbers?
- Can it accommodate your preferred layout (theatre, cabaret, classroom, boardroom)?
- Is there enough space for staging, registration and delegate flow?
- Are breakout rooms available if needed?

2. Technology & AV

- Is the Wi-Fi reliable for large groups and multiple devices?
- Is dedicated bandwidth available for livestreaming or hybrid events?
- What AV is included (screens, microphones, projector, PA system)?
- Is on-site technical support available throughout the event?

3. Catering

- Are refreshments and lunch options suitable for your event length?
- Can dietary requirements and allergens be catered for?
- Is there flexibility if timings run late?
- Are tea, coffee and lunch service areas large enough to avoid queues?

4. Logistics

- Will you have a dedicated event contact on the day?
- What loading and setup access is available for suppliers?
- Is storage space available?
- What is the cancellation or postponement policy?

5. Accessibility

- Is the venue step-free with lifts and accessible toilets?
- Is it easy to reach by train, tube or car?
- Is nearby accommodation available for guests?

6. Budget

- What is included in the quote?
- Are there extra charges for AV, staffing, Wi-Fi or overtime?
- Is VAT included?
- Does the overall package offer good value?

7. Final check

- Does the venue feel professional, practical and right for your audience?
- Can you imagine the day running smoothly here?

**Need Help Finding
the Right Venue?**

CCT Venues offers central London conference spaces, built-in technology and experienced event support. Get in touch with our team to discuss your next event.

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