

# 50 Questions to Ask Before Booking Your Next Meeting or Event



Now, more, than ever, there are a multitude of important details to consider when planning a corporate meeting or event. Every detail matters, especially when it comes to choosing your venue.

Before you sign your meeting venue contract, use this convenient checklist to cover key questions and take notes.



## Goals and Objectives

- 1. Are there separate spaces for all the different types of activities to be hosted?
  - Attendee registration
  - General sessions
  - Workshops or breakout sessions
  - Networking and meal breaks

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- 2. Can the space accommodate any special room set-ups or large equipment that may be required?

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- 3. Are there hybrid and virtual options available for attendees not comfortable attending in-person?

## COVID-19 Preparedness

- 4. Is the facility GBAC STAR™ Accredited?

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- 5. How is social distancing enforced?

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- 6. What air circulation and filtration practices are in place?

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- 7. Do attendees have to wear a mask?

## Availability and Location

- 8. Is the venue available on our desired date(s)?

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- 9. How far in advance is booking recommended?

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- 10. How close is the venue to major transportation hubs?

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- 11. When is the earliest we can start setting up? And how much time is available for breakdown?

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- 12. Does the venue accept shipments or deliveries prior to the meeting or event?

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- 13. Can you place a 24-hour hold on the space and is there an extra charge for the hold?

## Amenities

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- 14. How easy is it for attendees to get around the venue?
  - Are all meeting rooms and spaces located on one floor?

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- 15. Is on-site parking available?
  - How many spots are available?
  - Is it free?

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- 16. What other amenities does the venue offer?
  - A catering/food prep room?
  - An executive board/conference room?
  - Monitors displaying real-time event schedule or flight information?
  - Other amenities?

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- 17. Where and how many outlets are available for attendees to keep their devices charged?

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- 18. What types of sleeping accommodations are nearby?
  - How many sleeping rooms are available within a 2-mile radius?

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- 19. Can the venue assist in discounted arrangements with other suppliers (i.e. transportation companies, local restaurants, hotels, etc.)?

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- 20. How many restrooms are available? Are there dedicated restrooms for attendees?
  - If changing facilities/locker rooms are offered do they include showers?
  - Are coat/luggage storage areas available if needed?

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- 21. Is there a dedicated area for attendee registration?

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- 22. What processes are in place for crowd-control?

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- 23. What kind of signage is used to help attendees with wayfinding?

## Venue Staffing

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- 24. What is the staff's experience with planning and organizing meetings and events?

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- 25. How many and what staff are included in the rental, and who will be present and available during the meeting?

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- 26. Will venue staff be available to assist with staggered arrivals, welcoming and directing attendees for the event?

## AV and Technology

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- 27. What AV is included in my meeting room charge?
  - What HD capabilities does the venue offer?

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- 28. Does the room rental cost also include technician(s) and labor?

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- 29. What are the technical backgrounds of your staff?
  - Are they dedicated to the venue?

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- 30. What internet options and capabilities does the venue offer?
  - Does the venue offer dedicated VPN lines?
  - Are there separate networks available for the production team and guests
  - How are the networks kept secure? (i.e. non-attendees from using the network)?

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- 31. How are Hybrid meetings handled?

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- 32. Is the venue wired for video livestreaming?
  - Do you offer session or pre-recording?

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- 33. Is there an on-site control room or HD broadcast studio?

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- 34. What kinds of microphones, cameras and lecterns are available in the meeting spaces?

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- 35. Is there an extra charge to bring in my own equipment and technicians?
  - How are equipment and other supplies loaded-in/loaded-out? (i.e. a dedicated loading dock, freight elevator, etc.)
  - Is there an area to store equipment out-of-sight to attendees?

## Safety and Security

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- 36. What kind of security personnel and equipment does the venue provide?

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- 37. Is security included in the rental fee?

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- 38. How secure is the facility?
  - Is there 24/7 closed-circuit monitoring?

## Food and Beverage

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- 39. Does your venue offer catering?
  - Can we choose our own vendors, or do you have a list of preferred vendors?
- 40. What kinds of food options are offered:
  - Vegan?  Gluten-free?  Kosher?  Halal?
- 41. Are there options for individually packaged food and beverage items?
  - Are boxed meals available for placement at designed seats at an event?
- 42. Can we have a food truck on the venue premises?
- 43. Are there food and drink minimums and, if so, what are they?

## Payment Policies

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- 44. What is the cost to rent the venue for our meeting's date and time?
- 45. Is there a cost difference between booking weekdays versus weekends?
- 46. What is your policy regarding last minute changes or cancellations due to weather or other unexpected events?
- 47. What kind of deposits/payment schedule is required?
- 48. What are insurance requirements?
- 49. Are there any additional costs like service charges, gratuities, cleaning fees or overtime charges?
- 50. Are there any additional packages offered to save money?

To learn more about hosting an event or meeting at the OLC, or to book an event: 847.384.4210 | [OLCinfo@OLCevents.com](mailto:OLCinfo@OLCevents.com)

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