

Top 10 Tips – Booking a Conference Venue

Supplied by: Highgate House Conference Centre



- 1.** Always make site inspections of your chosen venue and be aware whether the venue prepared for your visit? How much trouble have they gone to in ensuring your visit gives you all the information you need and more?
- 2.** During your visit speak to the staff at the venue, not just the sales team. Assess whether they are happy and helpful as this is a good indication of the treatment your delegates are likely to receive on the day. Unhappy and unhelpful staff could have a detrimental affect on the success of your event.
- 3.** Check to see what other events are planned on your proposed dates and especially if any building work or re-decoration is planned that may have either a direct or indirect affect on your event e.g. road works that may affect access to the venue.
- 4.** Is the venue aware of your event objectives? Have they taken the trouble to find out about your event?
- 5.** Ensure that you give the venue as much information as possible to help the venue be proactive in making suggestions that could enhance your event.
- 6.** Consider who your delegates are, their gender / lifestyle, particularly with regard to catering requirements. Does the venue offer vegetarian and healthy eating options as standard and can they readily cater for special dietary requirements if requested?
- 7.** Does the venue assign to your event one point of contact? There should be a dedicated conference organiser, one point of contact from the moment you confirm the conference and throughout the run up to it, someone who is there on the day and afterwards. A person to whom you can give all your requirements, requests and queries and who will field them to the appropriate departments.
- 8.** Can the venue accept last minute changes? Ask the venue what its biggest challenges have been. For example, how would they respond to a last minute change in the timing of dinner?

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- 9.** When you come to settle your final account with the venue, is there an assurance from the venue that there will be nothing added to it that has not been previously agreed?
- 10.** Are you offered third party endorsements? This will help you to assess how others before you have been treated and how successful the venue has been in its delivery to them.

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