

9 Easy Steps to Choosing a Venue



1. DETERMINE YOUR NEEDS

Highlight the must-haves, but still list the ones that are flexible. Include things such as location, size, space, parking, meals (if necessary), other unique necessary requirements (accessibility to bring in large items, stage, audiovisual facilities, etc.)

2. DETERMINE YOUR DATE OR DATE RANGE

Date ranges work better when booking venues. You may like a venue but it may already be booked on certain days. Some venues can be booked for years in advance so if you have to have your event on a specific date, make sure to book your date as early as possible, even before other details have been confirmed.

3. ESTABLISH YOUR BUDGET

If you have no clue about prices, you can ask around and get ranges based on your requirements.

4. IDENTIFY AND CONTACT VENUES

Take to the phone book and Google, find out as many places as you can. Make a list. If you have friends that have held an event at a venue you like, make note of that too.

5. RULE OUT THE ONES THAT DON'T MEET MUST-HAVE REQUIREMENTS

Venues should only be ruled out initially on factors that aren't possible to change. For example, you can't change the size of a venue or its parking space but you can negotiate meal plans and rates.

6. DO SITE VISITS WITH A PARTNER OR FRIEND

Look everywhere and ask every question that comes to mind, even if it sounds silly. It's better to be well-informed than make assumptions that turn out to be false. Get a detailed written list of what is included in their packages, if any.

7. MAKE A COMPARISON CHART WITH ALL THE FLEXIBLE BENEFITS

Be objective. Some places might offer benefits that are nice but you really don't need them to have a successful event. Include all of your flexible requirements to see which offers the closest to what you want in your price range.

8. SELECT VENUE THAT HAS THE MOST BENEFITS

Make sure to confirm in writing and secure the date. If possible to book without deposit, secure other venues just in case.

9. GET PERMITS FROM THE RELEVANT PARISH COUNCILS

Once you have your venue secured, you will have to get permits for events from the local parish council. This will cost you but it shouldn't be too expensive. Cost ranges based on type and size of event.