**Event Location Checklist**

Before booking your space, take the time to enter the building and the room as if you have never been there before. Use the following checklist to evaluate the location.

* What is your first impression of the building/room?
* What hesitations do you have?
* What can you do to encourage participants to feel comfortable, relaxed, and confident in their decision to attend your event?
* Is the building/suite/room an appropriate business environment? Does it impart a professional atmosphere?
* Is there adequate parking?
* Is public transportation available?
* Can participants enter the building after hours?
* Is it a safe environment? Is the building in an isolated area? Is there adequate outside lighting?
* What arrangements will you have to make with building management or security?
* When participants enter the building, will they know where to go? (Each participant should receive an invitation with clear and precise directions)
* Is there an elevator, or are participants required to climb stairs? (Stairs may be a problem depending on the age/physical needs of your participants.)
* When participants reach the correct floor, will they know where to go? Is the suite/room number clearly marked? Will you have a "greeter" to escort participants to the appropriate room?
* Where will they put their coats, boots, etc.? Is the space adequate?
What noise or distractions do you have to deal with?
* Does the room have windows? Adequate ventilation? Plants?
* Are there sufficient chairs and are they comfortable? What is the seating configuration?
* Is there a large enough table, or are there several tables around which everyone can be comfortably seated?
* Is there room for your easel or presentation board?
* Are there beverage facilities? Is a table available for setting out refreshments? Can this be done in an adjacent area by your assistant?
* Are washrooms convenient and available during the hours you hold the event?