



# THRIVE *with women's* Events & Retreats

## Tips for Finding and Getting the Right Venue for Your Event or Retreat

**Make a list** of what's important to you in your venue. Be clear on what you're willing to negotiate on and what you're not.

**Reach out to your community.** Chances are that once you have determined what you want in your ideal venue someone else in your social media community, your local community or your business community may already have the perfect location for you.

**Know your commitment to the venue.** Understand what the venue is clearly giving you and what you are required to do in order to meet your commitments monetarily.

- Are you paying a room rental or a food and beverage minimum or both?
- What are the service fees and taxes that are added to your food and beverage minimum?
- Are you able to bring in outside vendors to provide food and beverage or audio/video services?
- What kind of cancellation or alterations can you make to your contract once it is signed?
- If your venue is a hotel are they requiring a number of nights to commit to for your guests in order to get a room rate?

**Don't be difficult** when negotiating or dealing with your venue. This is critical before, during and after your event. That includes everyone, not just the serving staff but also the management. They are here to serve you, treat them with respect and what you will get from them in return will create the experience you want for your attendees.

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## Venue Success Checklist

***Here are some things to consider when selecting your venue:***

- Meeting Costs***
- Food and Beverage Costs***
- Attendee costs for food, parking and their hotel room***
- Highway accessibility***
- Parking***
- Quality and location on your meeting room***
- Lighting***
- Quality of food and beverages***
- Audio, Visual and technology needs***
- Venue busyness/what other events will be there***
- Cleanliness***
- Quality of the sleeping rooms***
- Professionalism and appearance of staff***
- Responsiveness of sales staff***
- Responsiveness of service staff***
- Friendliness of service staff***
- Presence of nature***
- Accessibility to the meeting room to set up with ease***
- No moving out during your event***
- Ease of departure, you do not have to rush out***
- A place where you feel like you have a partner on your side***



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***After reviewing this list what do you feel are your top seven considerations when selecting a venue?***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

***Is there anything else that is a must have for your unique event?***

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