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| You’ve filled out your venue brief and contacted your top venue choices. Now it’s time to visit in person.  A site visit helps you check if the space works for your event. Going in with a clear plan makes it easier to spot the details that matter.  Use this guide to stay focused, save time, and feel confident in your choice. And if you’re ever looking for expert support with venue sourcing, [**our teams are here to help**](https://bcdme.com/contact/?mtm_campaign=ultimate-guide-venue-sourcing&mtm_source=lead-magnet&mtm_medium=cta). |

**GENERAL INFORMATION**

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| --- | --- |
| Venue name |  |
| Address |  |
| Venue contact name |  |
| Venue contact number |  |
| Date of visit |  |

**LOCATION AND ACCESS**

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| --- | --- |
| Is the venue easy to find |  |
| What is the closest airport |  |
| Transfer time from airport |  |
| Proximity to public transportation |  |
| Is there parking:   * Availability * Cost * Accessible parking |  |
| Are major works or renovations planned? If so, when are these planned for |  |

**AMBIANCE AND DECOR**

When evaluating a venue, there are many factors to consider. As you fill out this table,   
consider accessibility, natural light, overall aesthetic, cleanliness, layout, and how they align   
with the needs of your event. Mark each area based on your assessment to help form   
a clear picture of how well the venue suits your event.

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|  | **EXCELLENT** | **GOOD** | **AVERAGE** | **POOR** |
| Reception/Lobby |  |  |  |  |
| Bars |  |  |  |  |
| Restaurant |  |  |  |  |
| Elevators/Lifts |  |  |  |  |
| Meetings rooms |  |  |  |  |
| Public areas/Foyer |  |  |  |  |
| Corridor/Hallways |  |  |  |  |
| Bedrooms |  |  |  |  |
| Bathrooms |  |  |  |  |
| Outdoor areas |  |  |  |  |

**EXPERIENCE**

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| Does the flow of the venue work?  Can you walk the guest route? |  |
| Where are the registration points? |  |
| Is the lighting adequate, is there natural light? |  |
| How quiet or noisy is the venue:   * External noise * Internal noise, other meeting space, common areas, operational areas * Are the venue’s acoustics suitable for your event type? |  |
| Are the rooms soundproof? |  |
| Is the space flexible for unforeseen needs  or adjustments on the day? |  |
| Will guests feel comfortable navigating the space?  Are signs and directions clear? |  |
| Additional guest services to note, such as coat checks, water stations, etc.? |  |
| Notice any overwhelming scents in the venue or approach to the venue? |  |

**ACCESSIBILITY**

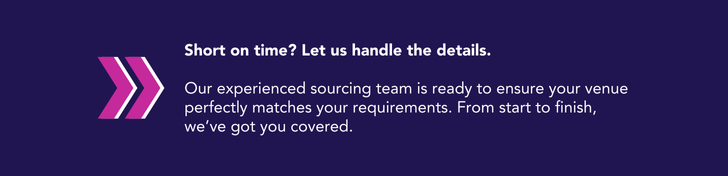
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| Are there ramps or step-free access  to the venue’s main entrance? |  |
| Are all event areas (e.g., meetings rooms,  breakout spaces, restrooms) wheelchair accessible? |  |
| Are tables accessible for wheelchair users? |  |
| Is there sufficient space for movement in seating areas? |  |
| Are elevators available for multi-level  venues, with clear signage? |  |
| Is the flooring even, and are pathways clear of obstruction? |  |
| Are there accessible restrooms? |  |
| Is the venue equipped with clear, large print signage/tactile or Braille signage? |  |
| Does the venue offer hearing loop systems or other assistive listening devices? |  |
| Are microphones and sound systems available for speakers? Who is your AV provider? |  |
| Can the venue accommodate live captions  or sign language interpreters if needed? |  |
| Are emergency exits accessible for all attendees? |  |
| Does the venue have clear evacuation procedures for individuals with disabilities? |  |
| Is the venue staff trained to assist guests with disabilities? |  |

**OVERALL IMPRESSIONS**

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| First impression |  |
| What stood out (positively or negatively)? |  |
| Do you think this venue can meet your specific event needs? |  |

**NOTES**

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[**Get in touch**](https://bcdme.com/contact/?mtm_campaign=ultimate-guide-venue-sourcing&mtm_source=lead-magnet&mtm_medium=cta) to learn more about our venue sourcing services.