

## Facilities Planning Checklist

The location and venue are critical to the success of your event. As soon as possible, you will want to reserve your facility and necessary equipment. Ideally, request that you can set up the afternoon before the event to allow for any unexpected circumstances.

To ensure a successful event, confirm that the facility has the following:

- ☐ Room to seat or hold a targeted number of people
- ☐ Restroom facilities
- ☐ Space for exhibits or literature
- ☐ Space for registration
- ☐ Access to a public phone
- ☐ Parking (or transportation to and from parking)
- ☐ If outside--shelter from sun or rain
- ☐ Tables and chairs for exhibitors, attendees, and other participants
- ☐ Access to electricity -- check for correct voltage
- ☐ Fire/safety equipment
- ☐ AV and video equipment/system
- ☐ ADA accessibility
- ☐ Security
- ☐ Adequate lighting
- ☐ Adequate acoustics or sound control
- ☐ Trash containers
- ☐ Refrigeration/ Food service equipment

It is important that the facility has:

- ☐ A hotel nearby
- ☐ An area to serve/prepare food
- ☐ Space for cars
- ☐ Space for special designated areas such as hospitality, press, and smoking

It is good if the facility has:

- ☐ Air conditioning/heating
- ☐ Close proximity to your organization's facility
- ☐ Internet access
- ☐ Janitorial services
- ☐ Insurance