



**conference
toolbox**

General

Name of venue _____
 Address _____
 Contact person _____
 Phone number _____
 Hotel category _____
 Number of rooms _____
 Number of meeting rooms _____
 Size of venue _____
 Style of venue _____
 Is the venue suited to the goal of the event / to the participants? _____
 Attractiveness of the city _____
 Venue's experience with your type of event _____
 Are there guidelines that exclude certain venues? (yes / no) _____
 If yes, which? _____

Accessibility / Transport

Distance to railway station (km) _____
 Distance to airport (km) _____
 Distance to motorway (km) _____
 Area (rural, urban) _____ Is the venue suited to the event's target group? (yes / no) _____
 Free parking facilities _____
 Payable parking facilities _____ price in EUR _____
 Transfer required (number of persons) _____

Logistical requirements

Access/transportation options _____
 Are there defined delivery times? (date / time) _____
 Ramp (yes / no) Forklift truck access (yes / no) _____
 Doors (height/width) _____
 Goods lift _____ Passenger lift _____
 Maximum load _____
 Location of the premises at the venue _____
 Store facilities (number/location/size) _____



**conference
toolbox**

Meeting rooms

Required number of meeting rooms _____

How many people per room? _____

Restrictions (pillars, low ceilings etc.) _____

Room location plan incl. floor levels _____

Blackout blinds required/possible _____

Flooring type _____

Cloakroom facilities (number / size / location) _____

Lifts (number / size / location) _____

Toilets (number / location) _____

Furnishings _____

Decoration _____

Safety at the venue (escape routes) _____

Regulations (venue-specific regulations) _____

Technology

Required technical equipment _____

Available technical equipment _____

Lighting _____

Audio _____

Stage / stage equipment _____

Additionally required technical equipment _____

Is there a permanent technology partner? (yes / no) _____ if so, who? _____

Are external technology partners allowed to install / supply? (yes / no) _____

Technical support _____

Seating

Block	_____	Theatre	_____	U-shape	_____
Banquet	_____	Herringbone	_____	Classroom	_____
Cabaret	_____	Boardroom	_____	Cocktail	_____

Catering

Catering by the venue _____ separate caterer _____

Refrigeration facilities _____

Catering premises at the venue _____

Welcome coffee _____

Morning coffee break _____

Lunch _____

Afternoon coffee break _____

Cocktails _____

Dinner _____

Corkage fee (if own catering) _____



conference
toolbox

Attractions in the area

Fringe programme options nearby _____
Leisure options _____

Costs

Venue costs EUR _____

Additional costs

Technology EUR _____
Catering EUR _____
Cloakroom EUR _____
Decoration EUR _____
Chair covers EUR _____
Table linen EUR _____

Payment method options _____

Clarifying and researching all these items is complex and time-consuming.
The Conference Toolbox partners are happy to advise and assist you.
Benefit from our partners' expertise.