



GET READY WITH CYN

PICKING A VENUE List

Capacity Considerations

1. Know roughly how many guests you plan to have before you start looking for a venue
3. Hotels.com lists room counts and bed counts for properties

Price & Inclusions Considerations

1. The more inclusions a venue has to offer, the higher the price tag, and the easier the planning.
2. Less inclusions mean a lesser rental cost, but more work on the event planner.
3. Allocate 60-70% of your total budget to venue rental, F&B, and if you're providing it, lodging.

Food & Bev Considerations

1. If a venue serves food and booze, they are likely going to require you to use them for your F&B program.
2. If you want to setup your own booze program and use your own caterers, you will likely need to select a venue that does not offer F&B.
3. Plan on booze being more expensive than you anticipate. Consider a cash bar to save money.

Contract Considerations

1. If something was verbally agreed to, get it in writing in the contract.
2. Don't agree to any minimums.
3. Rather than listing fees and taxes as percentages, have your venue list them as an exact amount in currency
4. Your contract should clearly include the final total you will pay, and expressly state that no other charges will be incurred.

Location Considerations

1. Pick the best time of year with the best likely weather for your location
2. Keep your ground commute as short and palatable as possible
3. Remote venues mean your guests must rely on you for needs. Central venues, guests can rely on themselves

Lodging Considerations

1. If you're not selling tickets to your event, it is not excepted for you to provide lodging.
2. If guests are responsible for their own lodging, ideally it is walkable from the venue, or transportation is available.
3. If you're providing lodging, it is best to find a venue that offers lodging on site.

Space & Staff Considerations

1. Make a list of all the spaces you'll need for your event before looking into a venue.
2. If your venue organizes it, they'll staff it. If you organize it, you will have to staff it.
3. If your venue offers staff, I highly recommend using them.

Licensing, Restrictions, & Setting Expectations Considerations

1. Licensing requirements and restrictions are common. Learn about them before committing to your venue
2. Be thorough and honest about what you plan to do at your event so you can ensure your venue is ready and able to deliver the exact program you have in mind.

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