

The Event Manager's Guide

Top Tips for Venue Finding



The Venue

Doing a site visit is essential, seeing the space for yourself will really help to ensure you're choosing the right venue for your event. What star rating are you aiming for? What are your delegates expectations? It is also important to think about location and facilities within the hotel. Will you be hosting a dinner within the hotel or offsite?



Suitability

We think it's important that the venue you pick reflects the image and values you have as a company. This may be to have a sleek innovative look or being known as having strong ethical environmental ethos.



Location

This is a great starting point, this may be determined by where your delegates are travelling from. Good transport links may be essential, thinking whether you can get direct flights. If there is a partners program or team building activities, ensuring there is enough going on outside the venue to do this could be important to consider



Will it fit?

Before contracting the venue; it is important to ensure you delegate will fit in the space, with your desired layout along with the AV equipment needed for your event. We often find the advertised capacity is without the screen and stage which may be required.



Get the Experts

We do plenty of venue finding, we pride ourselves in knowing what is important to you and understanding your brief. We work with a wide variety of venues, ensuring we get the best deal for you.

Give FoxWylie a call for help with your next venue search
+44 (0) 208 432 2819