



## Venues

### *Description:*

Venues can make or break your event so make sure you are taking all the necessary steps when deciding upon a venue. You must book early and stay in constant contact with your venue liaison. In order to choose the right type of venue you must take things like audience, event type and location into consideration. Depending on the location of your event you may want to book the venue 6-9 months ahead of time.

### *Audience:*

Does your audience consist of business executives, teenagers, and/or middle-aged guests? Keep this in mind when selecting a venue.



### *Goal:*

When throwing an event, the group should always consider and establish what the goals are for the program. Is this a fundraiser? What are you fundraising for? Is the goal just to have fun and have education about Peace Corps on the side? Recruiting tactic? Once an idea is brought up, it's important to sit and talk about your goals as a group.

### *Organizational Tips:*

As you research, keep track of what each venue offers in terms of service. Try creating a spreadsheet with each venue's name and location; in adjacent fields, list all the services you are looking for. These fields might include bar service, catering, total event space, parking, and valet and coat-check services.

1. Evaluate each venue's space. Space is one important concern. The venue needs to have room not just for your guests and the tables, but also for the band or DJ, a dance floor and your decorations. If you are going to set up a gazebo or any other large decorative element, the venue must be able to accommodate it. Ask the venue how much space the tables will take up and figure out how much is left over. Find out how much space your band or DJ requires. Bands may require 1000 square feet or more. Work this amount into your total available space.
2. Constant communication with the venue is essential. Ask for any discounts they might be willing to offer due to the nature of the event. It helps to acknowledge the maximum budget your group is willing to spend on the event-this way your event coordinator can help search for appropriate amenities, food, tech AV equipment etc...

3. The invitation list. Is the event open to the public or is it aimed at a specific group of people? Many venues have age restrictions based on the activities that occur throughout the event. Will alcohol be served? Will there be any type of gambling or games played?

4. What is the benefit for the venue to have your show? Publicity? Partnership? Co-sponsorship?

## *Timeline*

### **6-9 MONTHS**

- Begin searching for a venue. View several before deciding on one.
- Update spreadsheets and choose a venue.
- Edit contract. (Things to keep in mind: food, entertainment... What will and what won't be included?)

### **4-6 MONTHS**

- Secure contract with venue
- Begin discussions with decorations committee if necessary.
- Contact volunteers or discuss registration/check-in tables.
- Include venue/location on invitation or save the date so guests can further their travel plans.
- Stay in contact with your venue liaison!

### **1 MONTH**

- Check in with your venue liaison.
- Review contract and expectations.
- Confirm all amenities.

## *During*

- Arrive early to ensure everything is running smoothly
- Make sure all rooms are marked properly so guests do not get lost
- Know your venue! (How to get from one room to the next, where the bathrooms are located...)

## *After*

- Clean up crew
- Thank you notes for venue staff and participating guests
- Post pictures!

