Step 6: Manage the Event Logistics

Layout/Venue

Create your own list or use the templates provided, adjusting as needed.

| √ | LAYOUT/VENUE – Items | Notes6, adapted |
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|  | 1. Does the location have the right sizes and types of space and amenities required to accommodate the agenda and number of participants? |  |
|  | 1. Will it support the desired ambience for the session? |  |
|  | 1. Will it reflect the key messages we want to send? |  |
|  | 1. Is the facility accessible for participants with different abilities: physical, developmental or intellectual, psychiatric or economic? |  |
|  | 1. How convenient is the location in terms of travel? |  |
|  | * 1. Will we need to provide transportation to and from the location, for example, from airports or from train and bus stations? |  |
|  | * 1. Is public transportation available? At what cost? |  |
|  | * 1. How much time will it take participants to travel between the site and their workplace/ home/hotel? |  |
|  | * 1. Is there a cost for parking? |  |
|  | * 1. Do we have detailed directions to share with our participants? |  |
|  | 1. What, if any, food/refreshments will be provided? |  |
|  | * 1. Does our menu include sufficient vegetarian options? |  |
|  | * 1. Have we checked with our participants around any allergy issues? |  |
|  | 1. Are other activities taking place nearby at the same time that might be noisy or distracting? |  |
|  | 1. What are the venue policies for items such as signage? Are the opening and closing hours of various buildings an issue? |  |
|  | 1. What special features, such as recreational opportunities, entertainment options and hospitality suites, are available on site or nearby? |  |
|  | 1. Are there day-care options in the building or nearby? |  |
|  | 1. Is there an alarm code for access? |  |
|  | 1. Where are the main entrance and exit, washrooms, fire escapes? |  |
|  | 1. How does our site handle nutrition and stretch breaks, for example, in the room, outside the room, kitchen available, bring-our-own? |  |
|  | 1. What seating options (chairs, table size/shape, room setup) do we have for a group this size? |  |
|  | 1. Are there adjustable chairs for people with back problems? |  |
|  | 1. Other: |  |