

Event Venue Worksheet: Choosing your venue

Use this worksheet when you have created your event venue shortlist.

Score your vendors on a scale from 1 – 10. Give high scores when you are happy with their flexibility, location, or any other aspect, and low ones whenever you have doubts. If there is an element which does not apply to you, cross out that row, and it will not affect your results. (Yay math!) For example, if you know you don't require tables, and every venue on your shortlist provides chairs at no cost, you can eliminate that row.

Venue Name	Venue #1	Venue #2	Venue #3	Venue #4
Cost				
Venue's Employees				
Flexibility				
Food and beverage				
Location				
Space: (Size of the room)				
Seating Options				
Venue Layout				
Any Additional Areas				
Other:				
Other:				
Other:				

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