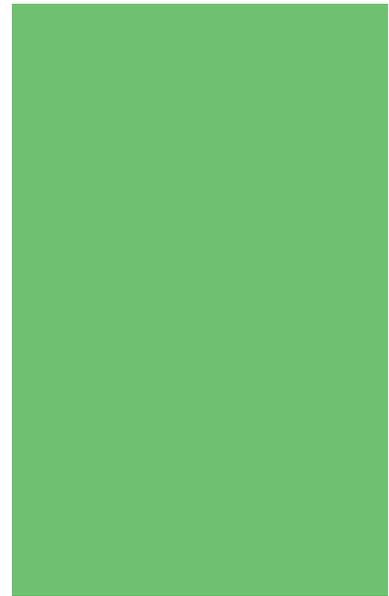
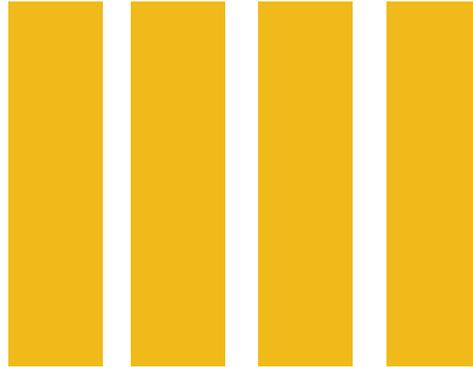




VENUE SITE CHECKLIST

Major points to consider to ensure the venue has the capabilities to meet your event needs





It's always a great idea to involve CICS in your quest for a venue. We have some basic criteria which are **proven** best practices in intergovernmental conference set-up. This checklist was developed to highlight the major points, we recommend working closely with the Conference Manager assigned to your event for advice and guidance through the venue selection process.

Location

- Is the venue easy to get to?
- Will transportation need to be coordinated?
- Are accommodations available on site or nearby?

Function Space and Room Rentals

How many rooms will you require and what are the functions? _____

- | | |
|---|---|
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Meals for Delegates |
| <input type="checkbox"/> CICS Office | <input type="checkbox"/> Private Meals for Ministers |
| <input type="checkbox"/> Communique Room | <input type="checkbox"/> Private Meals for Deputy Ministers |
| <input type="checkbox"/> Translator Room | <input type="checkbox"/> Dinner/Reception |
| <input type="checkbox"/> Press Conference Room | <input type="checkbox"/> Other? _____ |
| <input type="checkbox"/> Bilat Room | |

- Do the **main function spaces** meet CICS' criteria on dimensions and proximity as follows:

LEVEL OF MEETING	ROOM	DIMENSIONS	CEILING HEIGHT	PROXIMITY
Ministers; DMs	Conference Room	50' x 75'	9'	—
Ministers; DMs	CICS Office	20' x 30'	8'	As close as possible to Conference Room
Ministers	Communiqué Room	20' x 30'	8'	As close as possible to CICS Office
Ministers	Translator Room	6' x 10'	8'	As close as possible to CICS Office
Ministers	Press Conference	30' x 30'	9'	—

* These specifications apply to most meetings served by CICS



- Are the **main function spaces** available as follow:



- Are there any bulkheads or columns in the main conference room?

What equipment/furniture is included and/or available:

- | | |
|--|---|
| <input type="checkbox"/> Tables: | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> 4ft | <input type="checkbox"/> Podium |
| <input type="checkbox"/> 6ft | <input type="checkbox"/> Riser |
| <input type="checkbox"/> 8ft | <input type="checkbox"/> Rope/stanchion |
| <input type="checkbox"/> classroom | <input type="checkbox"/> Flip charts |
| <input type="checkbox"/> Linens and skirting | |

Accommodations

- Can a block of rooms be set up?
- What are the booking conditions? _____
- Block name and rate: _____

Catering

What are your catering requirements?

- | | |
|--|--|
| <input type="checkbox"/> Group Breakfast | <input type="checkbox"/> Group Lunch |
| <input type="checkbox"/> Private Breakfast | <input type="checkbox"/> Private Lunch |
| <input type="checkbox"/> Morning Break | <input type="checkbox"/> Afternoon Break |
- What are the minimum numbers for the booking/ what is the minimum spend commitment? _____
 - When are final numbers required? _____
 - When should final dietary requirements be advised by?
 - What is the procedure for those with special dietary needs?
 - Will the food be clearly labeled?
 - Any eco-friendly/sustainable options?
 - What is the plan for clearing efficiently but with minimal disruption? _____
-
- Request that water be placed at all tables in the main conference room, including the interpretation booth.

Reasonable Contract Clauses

- What is the venue's policy regarding the use of outside suppliers?

- Are there any patch fees? (Venues often charge a "patch fee" if outside AV companies are hired for events. It is usually possible to negotiate a lower rate—aim for under \$500)
 - If yes, what is the cost? \$_____
- What are the terms of booking and cancellation/refund policy?

- Send draft contract to CICS for review before signing off

Contact and Communication

- Who is the main venue contact for planning? _____
- Who is the main venue contact the day of the event? _____
- Inform venue contact of CICS' role and introduce them to the CICS Conference Manager assigned to your event.
- Outline clearly the chain of command for your event and who from your team is authorized to give approval for any changes.
- When will the venue share the final operations sheets/Banquet Event Order (BEO) with you before the event? _____
- What are the evacuation procedures in case of an emergency?

Notes

