



Asking the right questions is always good advice when planning a meeting or event. Here are some suggested topics to discuss with prospective venues for your next meeting.

Reassure yourself and your attendees that venues are taking the appropriate measures to provide a clean and safe meeting space:

- Can the venue accommodate our meeting capacity/set-up requirements while adhering to physical distancing rules? (ask for a sample floor plan)
- What if the number of attendees grows? Be sure to confirm the maximum number that can be accommodated.
- What cleanliness standards has the venue put in place for meeting rooms and public spaces?
- What is the venue's approach to food and beverage service?
- Discuss plans for a registration area to collect guest information (for contact tracing), give out masks, etc.
- What is the cancellation policy?
- Has the venue hosted any similar-type events since implementing new health safety standards? (you can ask for references)

Here are some additional general questions that you should ask whenever considering booking a meeting venue (some questions are for the planner to ask themselves!):

- What type of event do we want to have (what do we hope to accomplish)? This will help determine room set up (e.g. perhaps a round-table discussion is preferred to a classroom or theatre-style set-up)
- Is a guestroom block required for out of town attendees?
- What are the room rental fees (based on space, length of time needed) – is there a penalty for running over time?
- What is the booking policy (deposits – and to what degree they are refundable)?
- What are the insurance requirements for this venue and event?
- Do you need to ship any materials to the venue ahead of time? If so, check with hotel on what their policy is to accept deliveries (and do they have space to store it?)
- When can we access the space for set-up?
- What are your restrictions? (many venues have policies regarding decorating, AV providers, etc.)
- What are the venue's technical capabilities and facilities?
- Is WiFi included?
- Is there parking on-site? If so, what is the capacity and fee?
- Does the venue have a list of preferred suppliers (AV, florists, etc.)

Don't be afraid to ask questions! Halifax meeting venues will be happy to answer your questions and will work in partnership with you to help contribute to your event's success.