



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.

To get things started, a few key questions that planners should ask themselves include:

- What type of event do we want to have (what do we hope to accomplish)? This will help determine capacity needs and room set up (e.g. perhaps a round-table discussion is preferred to a classroom or theatre-style set-up).
- Are you considering a hybrid event where some delegates will attend virtually?
- Is a guestroom block required for out of town attendees?

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/safety standards has the venue put in place for meeting rooms and public spaces?
 - Guest Safety
 - What employee guidelines are in place (e.g. self-assessments, contract tracing, hand-washing, use of non-medical masks)?
 - Are there safety protocols in place for third party suppliers?
 - Flow of People
 - In addition to capacity/occupancy limits – are there designated entrances/exits?
 - Does the venue provide enhanced signage (directional, distancing and capacity reminders),
 - Are there additional signage requirements that are the responsibility of the client?
- What is the venue's approach to food and beverage service?
 - What do meals and refreshment breaks look like under the current guidelines?
 - How do "cash bars" operate? Is contactless payment the standard?

- Discuss plans for a registration area to collect guest information (for contract tracing).
- 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:

- 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?
- 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?
- If we need to ship materials to the venue ahead of time what is the venue's policy on accepting deliveries?
- 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.