



# VENUE SOURCING RESOURCES

## Hotel Sourcing Checklist - How to Build in Flexibility

### 1. Prioritize Flexible Venues During Site Selection

- ☐ Look for hybrid-ready spaces, indoor/outdoor options, and venues that can accommodate layout and catering adjustments.

### 2. Ask the Right Questions During Site Visits

- ☐ Inquire about how venues handle last-minute changes, overflow, and early or late group check-ins.

### 3. Negotiate a Robust Force Majeure Clause

- ☐ Make sure it includes today's real risks: pandemics, travel bans, and labor shortages.

### 4. Include Scaled Attrition and Cancellation Terms

- ☐ Ensure terms adjust based on your actual attendance, not just initial estimates.

### 5. Incorporate Rebooking Language

- ☐ Secure terms that allow you to reschedule your event without forfeiting your deposit.

### 6. Review Room Blocks and Meeting Space Contract Details

- ☐ Ensure your contracted space matches your most up-to-date registration trends.

### 7. Negotiate Phased Room Block Releases

- ☐ This lets you avoid attrition penalties as your guest list solidifies.

### 8. Look for Scalable F&B and Meeting Spaces

- ☐ Choose venues that allow for flexible food & beverage minimums and expandable meeting layouts without added fees.