

PRACTICAL CHECKLIST 02

# Meeting room hire: prepare your venue choice.



Check these points before requesting a quote.

## THREE STEPS TO MOVE FORWARD

### 1. Define

Needs + services

>

### 2. Check

Documents + questions

>

### 3. Share

Brief + quote

#### ☐ Programme

Which spaces can be used simultaneously?  
Plan in the selected layout

#### ☐ Access

What is the route from arrival points?  
Confirmed access and practical requirements

#### ☐ Capacity

How many people are permitted in this layout?  
Venue manager confirmation

#### ☐ Equipment

Which equipment and tests are included?  
List and support arrangements

#### ☐ Use

Which hours and spaces are reserved?  
Access periods and shared areas

#### ☐ Budget

What is included and how are changes handled?  
Quote on a common scope

### NOTES FOR YOUR EVENT BRIEF

Dates, attendees, destination: \_\_\_\_\_

Services already chosen: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

### The Sourcing Force team is here to help

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Read the article: [events.sourcing-force.com/en/blog/meeting-room-hire/](https://events.sourcing-force.com/en/blog/meeting-room-hire/)

**Request a quote >**