

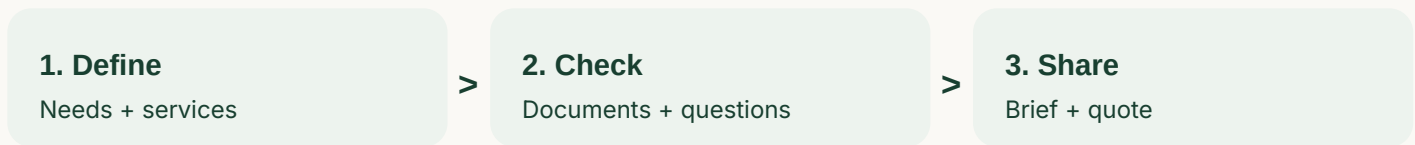
PRACTICAL CHECKLIST 12

Prepare your venue booking before the other services.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD



☐ **Scope**

Service and inclusions to progress
Information needed for the decision

☐ **Hold**

Venue conditions and expiry
Owner and follow-up

☐ **Approval**

Choice and internal process
Authorised contact and expected document

☐ **Confirmation**

Actual service status
Corresponding official purchase order

☐ **Dependencies**

Services still open
Constraints and additions to check

☐ **Change**

New requirement version
Consequences and separate approval

NOTES FOR YOUR EVENT BRIEF

Dates, attendees, destination: _____

Services already chosen: _____

Additional services needed: _____

The Sourcing Force team is here to help

contact@sourcing-force.com

+33 (0)4 28 29 63 65

BME Consulting - 113 rue Marietton, 69009 Lyon, France

Read the article: events.sourcing-force.com/en/blog/book-conference-venue-by-service/

Request a quote >