VISION SPOTLIGHT EVENTS

Location Evaluation Scorecard

Compare venues objectively before committing to a corporate conference, executive retreat or brand event. Rate each criterion from 1 to 5.

01 | Event brief

- ☐ Document objectives, audience and event format.
- ☐ Confirm dates, guest count, meeting layout and room block.
- ☐ Agree budget ceiling, inclusions and decision deadline.
- ☐ List non-negotiables: accessibility, security, privacy and technical needs.

02 | Mandatory screening

- ☐ Verify availability and capacity for required dates.
- ☐ Check accessibility, safety and permit requirements.
- ☐ Validate load-in/out access and supplier restrictions.
- ☐ Confirm rooms, transport and confidentiality requirements.

03 | Weighted comparison

Points = (rating ÷ 5) × weight. A venue failing a mandatory requirement should not win solely on its score.

Criterion	Weight	A	B	C
Access & transfers	20%	___ / 5	___ / 5	___ / 5
Space & capacity	20%	___ / 5	___ / 5	___ / 5
AV, internet & production	20%	___ / 5	___ / 5	___ / 5
Contracts & flexibility	15%	___ / 5	___ / 5	___ / 5
Total landed cost	15%	___ / 5	___ / 5	___ / 5
Guest experience & service	10%	___ / 5	___ / 5	___ / 5
TOTAL	100%	___ / 100	___ / 100	___ / 100

04 | Due diligence checklist

- ☐ Confirm room dimensions, ceiling height, rigging and power.
- ☐ Test Wi-Fi capacity, connectivity backup, acoustics and sightlines.
- ☐ Review catering minimums, service fees, taxes and exclusive vendors.
- ☐ Confirm cancellation, attrition, deposit and force majeure terms.
- ☐ Verify accessible routes, emergency and weather contingency plans.
- ☐ Request itemized costs including AV, labor, freight and transfers.

Decision notes

Preferred venue: _____

Decision owner: _____

Open risks / contract exceptions: _____

Next action / due date: _____

Planning a corporate event? Discuss your objectives, location, timing and scope with Vision Spotlight Events.

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Planning aid only; not legal or financial advice. Verify requirements, contract terms and assumptions for your project.