

GORSE HILL

Surrey

This guide will help you select the perfect conference venue by covering essential criteria for success. A well-chosen venue is more than just a location - it sets the tone, enhances engagement, and ensures a seamless experience for all attendees. Use this 11-point checklist to find the ideal venue with confidence.

#	Checklist Item	Details
1	Essential Requirements	Define must-have needs like capacity, tech, and budget.
2	Budget Considerations	Factor in hidden costs like overtime and catering.
3	Attendee Numbers	Estimate your expected minimum and maximum attendees.
4	Venue Access & Location	Ensure good transport links and parking options.
5	Accommodation Options	Check for on-site or nearby hotels with conference rates.
6	Space Layout Flexibility	Choose a venue with adaptable room setups.
7	Technical Infrastructure	Confirm WiFi capacity, AV facilities, and backup power.
8	Catering Requirements	Ensure dietary needs are met with flexible menus.
9	Venue Staff Support	Meet the team and ensure experienced event coordinators.
10	Site Show Round	Visit the venue to inspect lighting, noise, and facilities.
11	Backup Plan	Have contingencies for cancellations, tech failures, and weather.

Selecting the right conference venue is an investment in the success of your event. With this checklist, you can make an informed choice that ensures a productive, enjoyable, and smoothly executed conference for all involved.

If you're interested in what Gorse Hill Hotel can provide in terms of venue hire and conferencing spaces for your next big event, please don't hesitate to contact us.

Contact Us

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Chat: [Ask Us Anything](#)

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