



ELLISSALSBY

VENUE FINDING

THE GUIDE

**TO FINDING THE BEST VENUE
FOR YOUR REALLY SUCCESSFUL EVENT**



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Introduction

We've all attended great events and some we'd rather forget.

To ensure you organise an unforgettable event, we have produced **Venue Finding**, The Guide to Finding the Best Venue for Your Really Successful Event.

This is your key to really successful events. It takes you through the top 25 questions we ask when venue finding and event organising.



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The Basics

1. Do you have a **brief** for the event?
2. What are your **objectives** for the event?
3. What is the **budget**?
4. Is the budget for the whole event or **per person**?
5. **How many** delegates are being catered for?



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Logistics

6. Do you need overnight **accommodation**?
7. **How many** people need overnight accommodation and for how many nights?
8. Are any delegates arriving by **public transport**?
9. Are any **collections** from train stations or airports needed?
10. Do any delegates have special **accessibility** needs?

Needs & Equipment

11. How many delegates have special **dietary** needs?

12. What **equipment** would you like?

13. How would you like the rooms to be **set-up**?

14. What are the overall **timings** for breaks etc?

15. Can you access the venue to carry out an **Onsite Inspection**?



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The Numbers

16. Who will carry out the Venue Contract
Negotiations?

17. What are your minimum **numbers?**

18. Do you need allocated **meeting rooms?**

19. What times do you need to **access** the
venue?

20. What terms of **payment** are you hoping for?

Booking & Reporting



21. How will delegates **book** for the event?

22. Who is **managing** the booking?

23. Are delegates **paying direct** or is your organisation sponsoring the event?

24. Do you need **reporting information** after the event on feedback from delegates etc?

25. **How do you want to feel** before, during and after the event?



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Need a Venue?

Whether it's for a new product launch, conference, business promotion, staff meeting, training session, hands-on workshop, seminar, road show, Annual General Meeting, team building, or assessment centre, the Ellis Salsby team has many years' experience in finding the best venue for your event, your location and your budget.

Whatever your Event



We find venues for events

- ✓ Meetings
- ✓ Training Courses
- ✓ UK & Overseas Conferences
- ✓ Road Shows
- ✓ Team Building Days
- ✓ Dinners Dances
- ✓ Seminars
- ✓ Assessment Days

We organise every detail

- ✓ Projectors
- ✓ Full AV Kit
- ✓ Themed Rooms
- ✓ Entertainment
- ✓ Speakers
- ✓ Delegate Registration
- ✓ Overnight accommodation
- ✓ Transport

Why Ellis Salsby?



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Before, during and after our events, our clients have told us that they feel:

“Comfortable, knowing you’re managing it for us”

“Delighted you’re on board to deal with any issues”

“Happy with great feedback from delegates”

“Confident that Ellis Salsby manage the lot”

Contact Ellis Salsby Ltd



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**Really
Successful
Events**

