

Does the venue allow for negotiations on the following T&Cs:

- o Ensuring a Liability Cap is in place.
- o Personal data is stored and processed according to Data Protection Laws
- o Force majeure – having safeguards if an event cannot be held due to an Act of God (E.g. Pandemic, wars, etc...).

If they are unable to negotiate, it is advised to look for an alternative venue.

Max and Min number of attendees

Number of rooms to be used

Room set up – boardroom, cabaret, theatre?

Will there be a networking element?

Will you need booths for sponsors?

Will you need to hold accommodation?

Accessibility Features Z K D W V D Y D L O D E O H D Q G Z K D W Q H H G V W D N I

Catering Requirements – buffet, sit down style, refreshments?

AV requirements – laptop, projector, microphones, cameras?

Other needs – cloakroom, registration table?

What needs to be sent to RSC for approval:

Budget and MCB Approval Form

Budget Sheet (if MCB approval is needed).

Venue Contract and T&Cs

Venue liability insurance

External vendor contract and T&Cs

Risk Assessment Form (After approval)

At the event:

Function Sheet – run through of the day

Presentations on USB (if needed)

Registration List

Sponsor/poster layout

Feedback form and email ready to be sent post-event