

Conference Venue Brief

Everything you need to brief a venue finder in around 10 minutes.

Don't know every answer yet? That's fine. Complete what you can and leave the rest blank.

When complete, save this PDF and email it to info@function-fixers.co.uk

1. YOUR EVENT

Event / conference name

What is the purpose of the event?

Approximate number of delegates

Event type

2. DATE & TIMINGS

Preferred date

Alternative date(s) / flexibility

Delegate arrival

Event start

Event finish

Access required from

3. LOCATION

Preferred city / area

Maximum travel distance / key station

Location priorities

☐ Close to a mainline station

☐ Close to Tube / public transport

☐ Parking required

4. ROOMS & LAYOUT

Main room layout

☐ Theatre

☐ Cabaret

☐ Classroom

☐ Boardroom

☐ Other

Breakout rooms required?

☐ Yes

☐ No

If yes, how many / capacities?

Other spaces needed

☐ Registration

☐ Exhibition

☐ Separate catering

☐ Networking / drinks

5. BUDGET

Total venue / event budget

Budget basis

☐ Includes VAT

☐ Excludes VAT

☐ Not sure

6. CATERING, AV & ACCOMMODATION

Catering required

☐ Breakfast

☐ Lunch

☐ Tea / coffee

☐ Dinner

☐ Drinks reception

Dietary / catering notes

AV / production needed

☐ Screen / projection

☐ Sound / microphones

☐ Hybrid / streaming

Other AV / production requirements

Accommodation required?

☐ Yes

☐ No

Approx. bedrooms / nights

7. PRACTICAL REQUIREMENTS

Please tick anything important

☐ Accessibility

☐ Sustainability

☐ Branding / signage

☐ Security

Procurement, accessibility, sustainability or other requirements

8. WHAT MATTERS MOST?

Your three must-haves

Anything you definitely don't want?

When do you need to make a decision?

9. YOUR DETAILS

Name

Company / organisation

Email

Telephone

Finished your brief? Send it to Function Fixers

Save your completed PDF and email it to: info@function-fixers.co.uk

We'll search for suitable venues, check availability and rates, and send you a tailored shortlist.

Our venue-finding service is completely free.