

Event Venue Brief

A quick brief to help us find the right venue for your event.

Complete what you know. If you're unsure about anything, leave it blank and we'll help with the rest.

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

1. WHAT ARE YOU PLANNING?

- | | | | |
|--|--|--|---|
| ☐ Conference | ☐ Meeting | ☐ Training event | ☐ Product launch |
| ☐ Awards event | ☐ Corporate party | ☐ Christmas party | ☐ Summer party |
| ☐ Away day / team event | ☐ Private dining | ☐ Drinks / networking | ☐ Dry hire |

Other event type

2. THE ESSENTIALS

Event name / working title

Preferred date

Alternative date(s) / flexibility

Number of guests / attendees

Preferred city / area

Event start

Event finish

Venue access needed from

Decision needed by

3. WHAT DO YOU NEED FROM THE VENUE?

Preferred style / layout (tick any that apply)

- | | | | | |
|----------------------------------|----------------------------------|------------------------------------|---|---|
| ☐ Theatre | ☐ Cabaret | ☐ Boardroom | ☐ Dinner / banquet | ☐ Standing reception |
|----------------------------------|----------------------------------|------------------------------------|---|---|

Additional spaces

- | | | | | |
|---|---------------------------------------|-------------------------------------|-------------------------------------|--|
| ☐ Breakout rooms | ☐ Registration | ☐ Exhibition | ☐ Green room | ☐ Outdoor space |
|---|---------------------------------------|-------------------------------------|-------------------------------------|--|

Anything else about the space or atmosphere?

4. BUDGET

Approximate venue / event budget

Budget basis

- | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| ☐ Includes VAT | ☐ Excludes VAT | ☐ Not sure yet |
|---------------------------------------|---------------------------------------|---------------------------------------|

5. FOOD, DRINK & ACCOMMODATION

Food & drink

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Canapes / reception ☐ Bar / drinks

Catering or dietary notes

Accommodation needed?

☐ Yes ☐ No

Approx. bedrooms / nights

6. AV, PRODUCTION & ACCESS

Tick anything you know you'll need

☐ AV / microphones / screens ☐ Hybrid / streaming ☐ Branding / signage
☐ Dry hire ☐ External production / caterer ☐ Vehicle / product access
☐ Rigging ☐ Late licence ☐ Security ☐ Parking ☐ Strong Wi-Fi

Production, access or technical notes

7. OTHER PRIORITIES

Please tick anything important

☐ Accessibility ☐ Sustainability ☐ Public transport ☐ Exclusive use

Other requirements or restrictions

8. WHAT MATTERS MOST?

Your three must-haves

Anything you definitely don't want?

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.