Module 4 workshop: choose between three venues

04 · Venues · about 18 minutes

Score a hotel ballroom, a King West loft and a Vaughan banquet hall for a 220-guest corporate gala using the checklist and the capacity calculator.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Score venues with a weighted sheet

2. Present a recommendation with trade-offs

3. Draft the contract questions

Apply it: three decisions for your event

Worksheet · Module 4 workshop: choose between three venues · EventPlans.ca · free for personal and internal business use

No warranty of financial advice

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

The loft is likely to be cheapest on rental but

A weighted scoring sheet helps because

Answers are on the lesson page after you take the quiz.

One line to remember