ACAP Program Venue Comparisons

Name of Facility _____

Address_____

Contact Name_____ Email_____

Phone_____

Reviewed by_____ Date____/____/_____

NEED	Y	N	NOTES
Venue is neutral & welcoming of all			
Cost			
For room			
For coffee service			
For wifi & AV/technology use			
For room set up			
They set up			
LT set up			
For clean up			
They clean			
LT clean			
Other fees			
On a public transit route			
Separate lobby area			
Large enough for registration of guests			
Allow posting of outdoor signage			
Meeting room			
Facility / building is convenient / easy to find			
Meeting area is easy to find / convenient from parking			
Will seat 50-70 (but not "cavernous" for 10-20)			
Room for refreshment & sponsor display tables			
Round tables for guests, and 6' or 8' rectangular tables for refreshments/ sponsor's displays			
Attendees may eat in the presentation area			
Access to light & temperature controls			
Podium/table for laptop/livestreaming programs			
Wi-Fi access for presenter			
Microphone(s)/lapel mics			
Projector & screen			
Last minute access to additional chairs/ tables			
Adequate trash cans and recycling			
Large wall clock visible to facilitator and speaker			
Parking			
Plenty of spaces			
Well-lit / safe feel			
Parking area is close to entrance			

Access to building – key available			
Barrier-free (curb cuts, ramps, etc.)			
Portico over entrance			
Doors are not "heavy" to open			
Meeting room: short distance from entrance			
Restrooms			
Wheelchair friendly			
Doors are not "heavy" to open			
Close to meeting room			
In a high-traffic area (for safety)			
Kitchen			
Coffee service			
Ice			
Storage area for ACAP program items			
Days available from 3.5 hours surrounding program time			
Times venue is unavailable (voting, Bible school, other scheduled activities)			
Provides liability insurance			
Other:			