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| Training Venue Selection Checklist |
| **Size / Layout** | * Area appropriate for conducting training and activities
* Area appropriate for expected number of learners
* Does the layout of the venue suit your learning environment
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| **Ambience** | * Is the venue well maintained, clean and appealing
* Good lighting and air temperature control
* Comfortable seats and good view of the trainer
* Does the venue have good acoustics
 |
| **Venue Services** | * Kitchens, food service areas or ability to bring in food, tea/coffee
* Wifi (free) for instructor and learners
* Projector
* Whiteboard
* Butchers paper
* Does the venue have set-up staff
* Is there appropriate space to drop off, collect and store equipment
* Will the venue help promote your training
* Does the venue have a good brand/reputation
 |
| **Location** | * Can be accessed by public transport
* Parking available
* Is it located close to the expected learner group
 |
| **Cost** | * Venue hire within training budget
* Clear understanding of any additional costs
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| **Availability** | * Instructor can access venue for at least one site visit
* Venue available for training session/s
* Venue available for set-up
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| **Accessibility** | * Is the venue accessible for your learners
* Does the venue cater for people with disability
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