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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 |
| **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 |
| **Availability** | * Instructor can access venue for at least one site visit * Venue available for training session/s * Venue available for set-up |
| **Accessibility** | * Is the venue accessible for your learners * Does the venue cater for people with disability |