

# Standard Operating Procedure (SOP)

## Venue Selection and Booking Procedures

This SOP details the **venue selection and booking procedures**, covering criteria for venue evaluation, budgeting guidelines, vendor coordination, contract negotiation, scheduling and availability checks, and confirmation processes. Its objective is to streamline the venue procurement process, ensuring suitable locations are secured efficiently while meeting event requirements and budget constraints.

### 1. Purpose

To establish a standardized process for selecting and booking venues to support successful event execution in alignment with event objectives and budget considerations.

### 2. Scope

This SOP applies to all staff responsible for organizing and hosting events requiring external venue rental.

### 3. Responsibilities

- **Event Coordinator:** Oversees venue selection and booking process; liaises with vendors and stakeholders.
- **Procurement Team:** Assists with contract negotiation and budget management.
- **Finance Department:** Reviews and approves financial commitments.

### 4. Procedure

1. **Define Event Requirements**
  - Identify date, time, expected attendance, event type, and technical/AV needs.
  - Confirm accessibility, location preferences, and any special considerations (parking, catering, etc.).
2. **Establish Budget**
  - Determine maximum allowable spend for venue rental, including deposits and cancellation policies.
  - Account for ancillary costs (AV, security, cleaning, etc.).
3. **Venue Research and Shortlisting**
  - Identify potential venues based on requirements and budget.
  - Use online directories, referrals, and prior experiences.
  - Create a shortlist (at least three venues) for evaluation.
4. **Venue Evaluation**

Criteria	Description
Capacity	Accommodates expected attendance comfortably.
Location	Accessible and convenient for attendees; proximity to transport and accommodations.
Facilities	AV equipment, Wi-Fi, restrooms, breakout rooms as needed.
Availability	Available on preferred event dates.
Cost	Within budget; clarity on what's included/excluded.
Vendor Reputation	Positive reviews and reliable service history.
Health & Safety	Meets all regulatory requirements.

#### 5. Site Visit (if applicable)

- Arrange and conduct site inspections to assess suitability and address logistical details.

#### 6. Vendor Coordination & Negotiation

- Request detailed quotations from shortlisted venues.
- Negotiate pricing, payment terms, facilities, extras, cancellation policies, and deadlines.
- Clarify terms and conditions before commitment.

#### 7. Availability and Scheduling Checks

- Verify venue and required spaces are available on desired dates/times.

#### 8. Contract Finalization and Approval

- Review contract terms thoroughly. Seek legal review if necessary.
- Obtain internal approvals from finance/procurement as per policy.

#### 9. Booking Confirmation

- Sign contract and send required deposit or payment.
- Request written confirmation from the venue provider.
- Document and archive all agreements and essential communications.

#### 10. Post-Booking Follow-up

- Share booking details with stakeholders.
- Schedule periodic check-ins with the venue before the event date.

## 5. Documentation

- Venue evaluation checklist
- Vendor quotations
- Contracts and correspondence
- Budget and payment records
- Approval forms

## 6. Review and Monitoring

Review this SOP annually or after major events to ensure relevance and efficacy. Gather feedback from stakeholders for continuous improvement.

## 7. References

- Organizational procurement policy
- Event management guidelines