

SOP: Venue Selection and Booking Protocols

This SOP details the **venue selection and booking protocols**, covering criteria for evaluating potential venues, budget considerations, site visits and inspections, contract negotiation and finalization, scheduling and availability confirmation, vendor coordination, and documentation requirements. The goal is to ensure the selection of appropriate venues that meet event needs while maintaining cost-effectiveness and compliance with organizational standards.

1. Scope

This SOP applies to all staff involved in venue selection and booking for organizational events.

2. Responsibilities

- **Event Coordinator:** Leads the venue selection process, organizes site visits, and ensures compliance with this SOP.
- **Finance Department:** Reviews and approves budgets and contract terms.
- **Legal Team:** Reviews and approves contractual agreements.

3. Procedure

1. Venue Evaluation Criteria

- Capacity vs. expected attendance
- Location and accessibility
- Facilities and amenities (audio-visual equipment, Wi-Fi, parking, etc.)
- Compliance with health & safety and accessibility standards
- Reputation and previous feedback

2. Budget Considerations

- Identify budget constraints and obtain preliminary vendor quotes
- Estimate total costs including deposits, taxes, service charges, and possible overtime fees
- Ensure alignment with approved event budget

3. Site Visits and Inspections

- Schedule and conduct site visits with vendor representatives
- Utilize a standard site visit checklist to assess suitability
- Document findings and compare venue options

4. Contract Negotiation and Finalization

- Negotiate terms (payment schedule, cancellation, services provided)
- Submit contract drafts to legal and finance for review
- Obtain necessary approvals prior to signing
- Collect signed copies from all parties

5. Scheduling and Availability Confirmation

- Confirm availability for the preferred event dates
- Obtain written confirmation or hold from the venue
- Update event master schedule/calendar

6. Vendor Coordination

- Communicate requirements, timelines, and contact details to all involved vendors
- Arrange technical walkthroughs or meetings as needed

7. Documentation Requirements

- Maintain records of all correspondence, proposals, contracts, and approvals
- Ensure documents are stored centrally and accessible to authorized personnel

4. Documentation & Records

Document	Responsible	Retention Period
Venue Evaluation Matrix	Event Coordinator	2 years
Site Visit Reports	Event Coordinator	2 years
Approved Contracts	Legal Team/Event Coordinator	5 years
Correspondence & Approvals	All parties	2 years

5. Compliance

- Adherence to organizational procurement, safety, and accessibility policies is mandatory.
- Non-compliance may lead to process delays and disciplinary action as per the HR policy.

6. SOP Review and Updates

This SOP will be reviewed annually or as needed to ensure alignment with organizational policies and event management best practices.