

# Standard Operating Procedure (SOP): Venue Selection and Logistics Coordination

This SOP details the process for **venue selection and logistics coordination**, covering criteria for choosing suitable venues, assessing accessibility and capacity, coordinating transportation and accommodation, managing vendor and supplier arrangements, scheduling event timelines, and ensuring compliance with safety and regulatory standards. The goal is to optimize event success by efficiently managing all logistical aspects from the initial site evaluation to the final execution.

## 1. Purpose

To ensure a systematic and efficient process for selecting event venues and coordinating all related logistics to support the success of organizational events.

## 2. Scope

This SOP applies to all personnel involved in event planning, logistics, and operations within the organization.

## 3. Responsibilities

- **Event Coordinator:** Oversees venue selection and logistical planning.
- **Logistics Team:** Executes arrangements for transportation, accommodation, and vendor coordination.
- **Compliance Officer:** Ensures venue and event comply with safety and regulatory standards.

## 4. Procedure

1. **Define Event Requirements**
  - Determine event objectives, expected attendance, date, time, and special requirements.
  - Prepare a detailed event brief.
2. **Venue Shortlisting and Evaluation**
  - Identify potential venues based on size, location, cost, facilities, and reputation.
  - Schedule and conduct site visits using a **Venue Evaluation Checklist** (see example below).
  - Assess accessibility for attendees, including public transport and parking availability.
3. **Capacity and Accessibility Assessment**
  - Ensure venue meets capacity requirements for attendees, exhibitors, and staff.
  - Verify compliance with accessibility requirements (e.g., ramps, restrooms, signage).
4. **Vendor and Supplier Coordination**
  - Identify and engage approved vendors (catering, audio-visual, security, etc.).
  - Negotiate contracts and service agreements.
  - Coordinate delivery schedules and access times with venue management.
5. **Transportation and Accommodation Arrangements**
  - Arrange transportation for attendees, VIPs, and staff as needed.
  - Secure accommodation blocks for out-of-town guests and staff.
  - Provide clear instructions and maps to attendees in advance.
6. **Schedule Finalization**
  - Create a detailed event timeline with key milestones and responsibilities.
  - Review and confirm schedule with all stakeholders.
7. **Compliance and Safety**
  - Review regulatory and safety requirements for the location and event type.
  - Ensure necessary permits, insurance, and safety measures are in place.
  - Conduct pre-event safety inspections with venue management.
8. **Documentation and Confirmation**
  - Document all arrangements, contracts, and communications.
  - Send out confirmations to all vendors, suppliers, and involved parties.
9. **Final Walkthrough and Execution**
  - Conduct a pre-event walkthrough with all key personnel.
  - Address last-minute concerns and verify readiness.
  - Execute the event as per schedule and arrangements.
10. **Post-Event Evaluation**
  - Collect feedback from attendees, vendors, and staff.
  - Document lessons learned and update SOP as needed.

## Sample Venue Evaluation Checklist

Criteria	Description	Score (1-5)	Notes
Location	Accessibility, proximity to transport, convenience		
Capacity	Can accommodate expected number of attendees		
Facilities	Audio-visual, internet, breakout rooms, restrooms		
Cost	Venue rental, additional charges, value for money		
Safety & Accessibility	Compliance with safety and accessibility standards		
Vendor Policies	Restrictions, approved supplier lists, liability		

## 5. References

- Event planning manuals and guidelines
- Relevant safety and accessibility regulations
- Internal event evaluation and feedback reports

## 6. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial template	Event Management Team