Event Planning Checklist From Chennai Convention Centre

Chennai Convention Centre (CCC Hall)

Be Prepared To Handle Your Event

Finding the right venue for any event is no laughing matter, be it a wedding or a conference. Once you get past the preliminary questions about capacity, date availability, and estimated cost, you find there are still a lot of details to be worked out and confirmed with the venue management.

Here is a list of important questions you MUST ask the venue manager before you book it for your event. We are giving it as a printable checklist to make sure you do not miss any detail.

Cost

Do you need to pay a deposit? How much?	☐
When do you need to pay the rest of the amount due?	☐
What is the breakup of the total cost for the venue?	☐
Does the cost include food?	☐
Does the cost include beverages?	☐
Does the cost include decoration charges?	☐
Does the cost include lighting and other utility charges?	☐
What is the cancellation policy?	☐
Does the cost include taxes?	☐

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Is there a liability cost for accidental damages?	☐
Is there a minimum guarantee required on the number of guests?	☐

Timings

When can you take possession of the venue?	☐
Can you get the decoration or prep work started earlier?	☐
When do you need to vacate the premises?	☐
Can the deadline be extended, if required? What is the extra cost?	☐

Seating

What kind of chairs and tables would they provide?	☐
Are they flexible with seating arrangements?	☐
Can everyone be accommodated with your preferred seating plan?	☐

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Decoration

Is there a standard fee for venue decoration, if it is not included in the rent?	☐
Do they have preferred vendors for venue decoration?	☐
Can you bring in vendors from outside?	☐
Are there any restrictions on decor elements?	☐
What kind of stage arrangements are available?	☐
Do they provide podiums/lecterns for speeches?	☐

Food & Beverages

Do they provide in-house catering?	☐
If yes, do they have a standard menu or are there options to choose from?	☐
Can the menu be customized to suit your needs?	☐
Will they be providing the serving or waiting staff? Do they provide both vegetarian and non-vegetarian food?	☐
What about special requirements like vegan food or Jain food?	☐
Can you bring in caterers from outside? Any recommendations?	☐

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Do they serve alcohol? Is there a bar setup available?	☐
Are beverages charges extra?	☐
Do they have the required permits or licenses to serve liquor?	☐
Can you bring in your own bar supplies?	☐
When should you confirm the final number of guests?	☐

Accomodation

Is there any accommodation available at the venue?	☐
How many rooms are there? Are they air-conditioned?	☐
Are all of them available for your use during the event?	☐
Are there special bride and groom suites available for a wedding?	☐
Are room charges extra?	☐

AV System

What kind of AV system do they have available?	☐
Do they microphones, music system to meet your event's needs?	☐

Are projector systems available for conferences?	☐
Are the acoustics sufficient to cover the entire hall?	☐
Are there provisions for DJ booth or Live Performances?	☐

Parking

Is there sufficient parking available?	☐
How many cars can be accommodated at the venue?	☐
Would there be additional parking provided nearby?	☐
Are valet parking services available? Is that charged extra?	☐

Accessibility

Is the venue accessible by public transport?	☐
If yes, what are the bus route numbers?	☐
Which is the nearest train/metro/MRTS station?	☐
Are there lifts or wheelchair access, if required?	☐

During the Event

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How many staff members would be available	☐
Who will be the point of contact during the venue? Contact number	☐
Is there a coordinator/supervisor available to reach if there is an issue	☐

Miscellaneous

How is the cell reception at the venue?	☐
Is there foyer or front area available for a welcome desk or a registration counter?	☐
Is there a storage area or holding area for wedding favours/gifts?	☐
What is the security detail at the venue?	☐
Is there a safe place provided for keeping valuables secure?	☐
In case of inclement weather, would there be any backup space available?	☐
Do they provide wi-fi connections for guests? If yes, what are the login credentials or where can the guests get them?	☐
Do they have contact details of any previous users of the venue for references?	☐

That should cover all of your event venue requirements. Add or remove questions, if required, to make sure no detail is left out, and that you do not get an unpleasant surprise.

Happy Event Planning!