

# HOSTING HYBRID EVENTS

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As you're diving into this hybrid event world, we wanted to provide you with a list of questions you can ask to a potential venue to know the opportunities and limitations of that space when it comes to hosting your hybrid event.

## Event Venue Checklist

Venue name and address: \_\_\_\_\_

Key venue contact: \_\_\_\_\_

Room name(s): \_\_\_\_\_

In-person capacity: \_\_\_\_\_

Room dimensions and layout (sketch floor plan if possible):

Internet access (Is wired internet available? What upload speed and download speed?)

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In-room screens (projectors, flat-panel monitors, video walls... what and how many?:

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In-room sound (speakers, mixers, microphones, system inputs and outputs. Any noise?)

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In-room lighting (lighting fixture types, control of fixtures, sources of daylight and window coverings)

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Electrical capacity (how many circuits, what type of service):

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Load-in access (doors, loading docks, freight elevators, distance to room, etc.):

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Health and safety protocols (any COVID-19 considerations)

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Let us know how we can help! Contact us at [info@messagemakers.com](mailto:info@messagemakers.com)