

## Questions to Ask in Choosing Your Event Space

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Choosing a venue is a complex decision and software is understandably the last thing one thinks about in choosing a space. However, if you have not settled on a space, below are a series of questions you can consider along with the rest. **(The critical items are first and in bold.)**

- **Does it have internet connectivity ? If wireless, how strong is the connection ?**
- **If you are piggybacking on someone else's network, is there adequate control or support for the night in the event that something goes awry and the computers need to reconnect ?**
- Is there adequate power supply ? (Power cords working off a dimmer switch or the same circuit as the entire room can be a negative.)
- Is there a checkin/checkout space that will be quiet enough and out of direct sunlight so your volunteers can work without squinting, yelling, or asking people to repeat themselves ?
- Is there adequate space to allow for a "Will Call" or item pick up space that is apart from your checkout desk ?