**Alumni Event Venue Selection**

When selecting the location for an alumni event, organizers should avoid private clubs, country clubs, or any other location where there is known discrimination in membership; no one should be made to feel uncomfortable or be placed in the position of having to refuse to attend because of race, sex or creed. The locations also should be easily accessible to as many guests (ADA compliant) as possible.

Investigate the location well in advance for lighting, acoustics, realistic seating capacity, head table setup, special setups (pong tables, stage, etc.) and podium.

**Questions to Ask When Considering a Venue**

* Do they provide their own catering service? Does it cost extra or is the service included in the price of renting the venue? Is there the possibility of bringing in my own caterer to the venue?
* Does the venue have its own bar? Bartenders? If I decide to have a cash bar, is the cost of the bartender covered in the original venue price or extra?
* What are the features of the room/space I am renting? Will there be access to electricity, electronic equipment—computers, projectors? Do you have a podium with a microphone and a P.A. system? Is there an IT person on hand to help with set-up/troubleshooting? Is there an extra cost for using these items or assistance?
* What kind of decoration can they provide? Flowers, table centerpieces, etc?
* Can they provide a discount for renting during an off peak date? (usually Monday-Thursday)
* Is there parking available for guests? What is the cost? Do they validate? Is there valet?
* Do they provide services for set up and clean up?