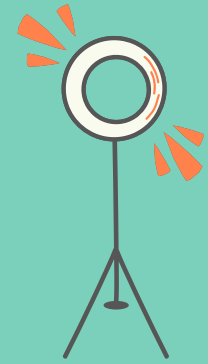


HYBRID EVENT VENUE

CHECKLIST



FORESEE ANY POTENTIAL COMPLICATIONS AND NEEDS THAT YOUR VENUE SHOULD FULFILL

- Reliable and fast internet speed**
Use an online broadband speed checker when visiting the venue
- Enough time to rehearse**
Check how often you can return for technical planning and dry runs, hybrid events most likely need some extra rehearsal time
- Enough space for attendees and technical crew**
Check how often you can return for technical planning and dry runs, hybrid events most likely need some extra rehearsal time
- Good power supply**
Make sure to have enough power supply points and sockets in the right places for all technology
- Security - physically and virtually**
Prevent valuable equipment being stolen (there will be lots more standing around) by being locked away or watched non-stop; plus a secure network that nobody can hack into easily (at least strong password protected)
- Great and flexible support**
Trust your venue to help with any potential obstacles and respond to your needs in time

NOTES

