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ITEMS

to consider when CHOOSING A VENUE for YOUR TRAINING PROGRAM



WHO is the audience the training is designed for?



Customers



Channel Partners



Employees

Small (200 ppl = 0 - 10 classrooms)
Medium (200 - 750 ppl = 10 - 50 classrooms)
Large (750+ ppl = 60+ classrooms)

HOW MANY total people do I need to train?



HOW SOON does the training need to be completed?



$$\frac{\text{Time} \times \# \text{ of Students}}{\text{Size of Classrooms}} = ?$$

Do I have the **CAPACITY** to hold the event in our training center?



WHERE are the people that I need to train?



Spread Out



Clustered



Local



Does the **FACILITY MATCH** the needs of the training program?



Is there a **NETWORKING** component to our event?



Are **INTERRUPTIONS** likely for program participants?



Is the **CONTENT CONFIDENTIAL** or proprietary?



Choose **THE PERFECT VENUE** for your training program.

Offsite
Onsite or a Blend of Both

