



MEETING IN BALANCE

# WELLBEING CHECKLIST FOR VENUE SOURCING

1

## LOCATION

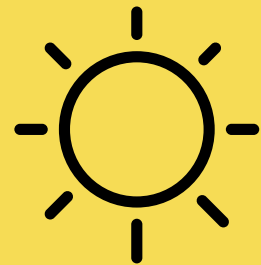
Suggest venues in accessible, safe, and serene locations, offering an environment supportive to the success of the event and the attendee experience.



2

## FACILITIES

Highlight venues that actively support well-being, featuring green spaces, ergonomic furniture and natural daylight to enhance attendee comfort and productivity.



3

## ACCESSIBILITY

Discuss diverse and inclusive needs, considering rooms as quiet spaces or sensory rooms to accommodate various preferences and requirements effectively.



4

## STRATEGIC SCHEDULING

Guide your client in crafting a meeting agenda that optimizes energy levels and attention spans. Avoid scheduling too early, incorporate (newcomers) networking walks and (mindful) energizers between sessions. Allocate free time for relaxation, work, souvenir shopping or enjoying the hotels' Spa!



5

## INCORPORATE MOVEMENT

Select venues with spaces suitable for physical activities or stretching sessions. Recommend movable chairs, round table setups, or more space between rows to encourage movement and enhance comfort.



6

## HEALTHY CATERING SUGGESTIONS

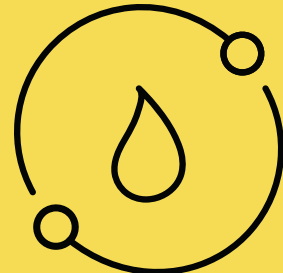
Include nourishing, balanced catering options that align with attendees' wellness goals and sustain their energy levels throughout the event.



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## HYDRATION STATIONS

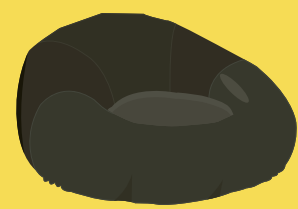
Encourage venues to provide easily accessible water stations throughout the event space, ensuring attendees remain hydrated and refreshed.



8

## DYNAMIC SEATING ARRANGEMENTS

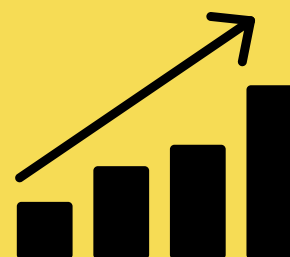
Recommend venues with flexible seating layouts that promote interaction, comfort, and engagement. Options may include movable furniture, outdoor seating, a variety of seating options, high stools, bean bags, and lounge seating.



9

## IMPLEMENT, SHARE & MEASURE

Demonstrate commitment to attendee well-being by maximizing event ROI and prioritizing their needs. Share online about venues offering well-being services to engage others doing the same and measure impact post-event through surveys to continually improve attendee experiences.



**SIMPLIFY YOUR EVENT PLANNING WITH  
NO-COST, STRESS-FREE VENUE  
SOURCING**

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