****

**I-LinCP VENUE REQUIREMENTS**

**There are several things to note when looking for a venue space:**

1.  ***Are they charging a room rental fee?*** Most places will waive this fee if a food and beverage minimum is met.  We would much rather spend $ on F&B than put the same $ down for space only.

2**.  *Did they remove sales tax?***  I-LinCP is a tax exempt 501(c)(3) organization.  It's a lot easier to get them to remove tax from the BEO (Banquet Event Order) at the beginning (even though you always have to check the final bill to be sure) than to get them to refund you later.

3.  ***Can the room be set up with crescent rounds while accommodating the speaker/riser/screen, etc.?*** Part or the success and excitement of I-LinCP events is how the event space is arranged and what is encouraged through this arrangement. Crescent rounds allow for increase conversation among attendees, a clear view for each person to see the presentation/presenter and a collective wholeness to the group they are participating in – I-LinCP.

4.  ***Does the quote provided by the venue align with registration rates for the event?***  Sponsors are great and provide a buffer for other things the chapter wants to do, but shouldn't be relied upon to cover the difference in venue costs versus (hoped for) number of registrants.

***REMEMBER:***

* You are seeking their accommodations for a nonprofit organization. Use this information to your advantage. Every $ counts!
* When in doubt, just ask!
* Venues want your business, so go into negotiations knowing your worth to them. *They will waive fees, provide discounts (on food, or audio-visual services), customize menus to meet the organization’s budget and more.*