

Field Trips and Away Days - Venue checklist

Once you have identified possible venue/s you might like to use this checklist to help you identify whether or not it is suitable, and plan for any additional services that you may need to arrange.

Layout – if you need students to carry out group work you will need the rooms to be laid out 'cabaret style'. Check that any rooms will accommodate numbers in this layout.	
Does the room have natural daylight? If it doesn't you might want to organise some activities that take place outside.	
What AV and teaching equipment might you need? (LCD projector? Screen? Flipchart? Laptop? Speakers) Is there an additional cost?	
Wi-fi – is this provided free of charge? Is the bandwidth sufficient for any planned activities?	
Meals and refreshments - you will need to think about how these fit around the activities you have planned, and confirm timings with venue. How will you record dietary requirements?	
Equality and Diversity – is the venue fully-accessible for students who have disabilities. Most venues will have an accessibility statement available online. Is there a designated quiet area for prayer?	
Transport – will you need to arrange transport to the venue or within sites during a field trip? If so, are there convenient pick-up/drop-off points?	
If the trip involves overnight stays, what are the accommodation arrangements? Are they suitable e.g. ensuite or not? Balance of genders?	
What support is available on site – room layout? Technical?	