



## Key Points to Support Venue Managers



### 1-Who wants to Use Your Venue?

Name & contact of main organiser.  
Name & details of speaker.  
Checks -who do they represent?  
Checks - have they spoken before?  
Checks - Online checks?  
Date, time & place of meeting.  
Expected arrival & departure time.  
How many attendees are expected?



### 2- The Reason to Use the Venue

Checks -what is the topic for the event?  
Checks -how is the event advertised?  
Checks - conditions ie; tickets, open event?  
Checks - what media will be present?



### 3- Wider Considerations

The speaker's reputation and who may be prompted to attend.  
Will the speaker agree to abide by your venue's regulations & values?  
Any risks for the venue's reputation?  
Any potential for speaker to use language that may be unlawful?  
Any health & safety issues?  
What security needs may be required?

This sheet is designed to be a simple practical guide to supporting your role as a community venue manager.

You may have been asked to use your venue to host external speakers on many different topics. It is an important aspect of community life to enable local citizens to be exposed to a range of different beliefs, to challenge views and to develop their own opinions. Although most speakers are uncontroversial, some will express contentious, even inflammatory or offensive views which have the potential to be very divisive.

The points above are for your consideration as a venue manager and there is a handy checklist overleaf to support your decision making for future speaker requests. If you have any concerns about allowing access to your venue by any speaker you may wish to contact your local prevent officers who can provide support & guidance.



### Who wants to use your venue?

- Basic details should be recorded to include speakers address, mobile phone number & organisation details.
- Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?
- Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?
- Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.
- How many people are likely to attend (check previous or similar events either locally or online).

• COMMENTS



### The reasons to use the venue

- What is the topic for the event & how will it be marketed? Will it be advertised locally or at a regional/national level?
- Has the topic met regionally or nationally with any criticism or hostility when it has been hosted before?
- Why has your venue been chosen for this event? Is it for capacity, local interest or some other reason?
- Are the event organisers requesting special conditions such as a closed meeting, tickets or segregation?
- Has any pressure (either directly or indirectly) been undertaken by any person to run or not to run this event? Is there community pressure to run the event? (or has there been objections by some people to run it?)

• COMMENTS



### Wider Considerations

- Does the speaker or members from the organisation they represent have a reputation for causing disruption at venues?
- Are there likely to be any health and safety or public order issues that may occur as a result of this event?
- Do you have local police and partners contact details if you have concerns regarding the above?
- Are there any risks for venue's reputation by hosting this event?
- Will the event be supervised by venue staff and/or will the speaker agree to abide by any venue conditions of access?

• COMMENTS

