

New Venue Checklist

Multisite Strategic Planning

LOCATION

- ☐ Is the venue in an area that people are used to driving to from surrounding areas?
(Think retail areas over residential areas.)
- ☐ Is the venue in an area that is well thought of in the community?
- ☐ Is the venue visible on a major road?
- ☐ Does the venue itself have a decent reputation in the community?

PARKING

- ☐ Is there ample parking? (Approx. 1 space for every 1.5 seats)
- ☐ Does the parking lot have ample entrances and exits for heavy traffic periods?
- ☐ Is it easy to identify the building entrance when you drive onto the property?
- ☐ Is the walking distance from the parking lot to the building short and convenient?
Are there sidewalks available the entire way?

OVERALL FACILITY

- ☐ Does the space reflect the look-and-feel of our church? Could it be renovated to better reflect us?
- ☐ Is the space clean and in good condition?
- ☐ Is there ample lobby space where people can hang out and connect?
- ☐ Are the hallways wide enough for crowds when all equipment and signage is in place?
- ☐ Are there enough rooms for children's environments, assimilation classes, volunteer green rooms, and day-of storage?
- ☐ Are the restrooms easily accessible, clean, and in good condition? Do they have enough toilets and sinks to handle a crowd?

WAYFINDING

- ☐ Will the space be easy to navigate for the unchurched guest?
- ☐ Is the walking distance from the lobby to the children's environments and auditorium short and convenient?
- ☐ Are the restrooms conveniently located in or near the lobby?

CHILDREN'S ENVIRONMENTS

- ☐ Is there enough space in the children's environments to reach young families?
- ☐ Are the rooms for children's environments together in one area and near the auditorium?
- ☐ Can children's environments be kept secure with few entrances and exits?
- ☐ Is the space free of anything that could be dangerous to children or make parents feel uneasy? (Sharp corners, hard surfaces, steps, risers, etc.)

AUDITORIUM

- ☐ Are there enough seats to grow the campus for at least one year?
- ☐ Can we control the lighting level in the auditorium? (Dimmable lights, no windows, etc.)
- ☐ Is the ceiling high enough for our stage sets, projection screens, etc.?
- ☐ Is there a clear sight line to the stage from every seat?
- ☐ Are the acoustics of the room conducive for your services? (No major echo, etc.)