

YOUR CONFERENCE VENUE SELECTION CHECKLIST

A PRACTICAL GUIDE TO CHOOSING THE
PERFECT VENUE FOR YOUR NEXT
CORPORATE EVENT



Prepared by Yarra Valley Estate | 2025 Edition

HOW TO USE THIS CHECKLIST

Planning a corporate event or conference? Choosing the right venue can make or break your event's success.

This checklist helps you evaluate and compare potential venues across 10 critical criteria, ensuring you make a confident decision that supports your event goals.

How to use it:

1. Print this checklist or keep it open on your device
2. Take it with you when visiting potential venues
3. Fill out the criteria for each venue you're considering
4. Compare venues side-by-side using your ratings
5. Use the final evaluation questions to make your decision

What you'll evaluate:

- Location & Accessibility
 - Conference Facilities
 - Technology & Connectivity
 - Reputation & Credibility
 - Sustainability & Values
 - Activities & Team Building
 - Food & Beverage
 - Accommodation
 - Service & Flexibility
 - Costs & Value
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LOCATION & ACCESSIBILITY

Planning a corporate event or conference? Choosing the right venue can make or break your event's success.

This checklist helps you evaluate and compare potential venues across 10 critical criteria, ensuring you make a confident decision that supports your event goals.

Criteria	Venue A	Venue B	Venue C
Travel time under 90 minutes from city/airport? Lengthy travel can reduce attendance and add costs			
Location peaceful, private, and inspiring? Natural settings boost creativity and focus			
Adequate parking for all delegates? Free, on-site parking reduces stress			
Accessible for people with disabilities? Essential for inclusive events			



YVE Advantage

Just 1 hour from Melbourne CBD and airport, set on 120 acres of pristine bushland with abundant free parking.

Notes:

CONFERENCE FACILITIES

Criteria	Venue A	Venue B	Venue C
Comfortable seating for all-day sessions? help guests stay focused and at ease throughout the day			
Abundant natural light in conference rooms? Natural light improves mood and productivity			
Climate control in all meeting spaces? Comfortable temperature is essential for focus			
Adequate breakout/syndicate rooms? Essential for group work and workshops			
Dedicated event coordinator assigned? Ensures smooth execution and problem-solving			
Option to meet outdoors in good weather? Fresh air sessions boost creativity			
Spaces feel private and distraction-free? Avoid venues with wedding/family noise			



YVE Advantage

6 purpose-built conference spaces with floor-to-ceiling windows, natural ventilation, and outdoor meeting options across 120 acres.

Notes:

TECHNOLOGY & CONNECTIVITY

Criteria	Venue A	Venue B	Venue C
Reliable high-speed WiFi throughout venue? Essential for hybrid meetings and online collaboration			
Modern AV equipment included? Projectors, screens, sound systems, microphones			
Hybrid meeting capabilities available? Live streaming, video conferencing for remote participants			
Backup power supply available? Protection against blackouts during critical sessions			



YVE Advantage

High-speed WiFi, complete AV equipment included in packages, on-site tech support available, backup generator.

Notes:

REPUTATION & CREDIBILITY

Criteria	Venue A	Venue B	Venue C
Industry certifications or awards? Look for ISO, tourism awards, sustainability credentials			
Specialises in conference/corporate events? Purpose-built venues understand business needs better			
Positive reviews from past clients? Check Google, social media, testimonials			
Case studies or client references available? Evidence of successful events			



YVE Advantage

Award-winning venue, EarthCheck sustainability certified, 30+ years hosting corporate events, extensive client testimonials.

Notes:

SUSTAINABILITY & VALUES

Criteria	Venue A	Venue B	Venue C
Documented sustainability practices? Carbon reduction, waste management, local sourcing			
Sustainability certifications held? EarthCheck, Green Star, B Corp, etc.			
Support for local community/charities? Values alignment matters for corporate culture			
Reduces single-use plastics? Reusable/compostable serviceware			



YVE Advantage

EarthCheck certified, 30+ years of sustainability commitment, on-site Edible Forest, tree planting with every booking, supporting multiple charities.

Notes:

ACTIVITIES & TEAM BUILDING

Criteria	Venue A	Venue B	Venue C
Unique team-building activities available? Inspiring options that connect teams with nature.			
Outdoor recreational facilities? Walking tracks, sports facilities, natural spaces			
Options for mental health & wellness? Mindfulness spaces, nature walks, quiet areas			
Flexibility to customize activities? Tailored to your team's needs and goals			



YVE Advantage

Unique Edible Forest permaculture experience, 120 acres of bushland walks, wildlife sanctuary, outdoor activities, customizable team-building programs.

Notes:

FOOD & BEVERAGE

Criteria	Venue A	Venue B	Venue C
Fresh, healthy, locally sourced produce? Quality food maintains energy levels			
Accommodates all dietary requirements? Vegan, vegetarian, gluten-free, allergies, cultural needs			
Visible commitment to food safety/hygiene? Clean kitchens, proper food handling			
Private dining options available? For confidential discussions or special occasions			



YVE Advantage

Seed-to-plate philosophy with produce from our Edible Forest, all dietary requirements catered, seasonal menus, flexible service times.

Notes:

ACCOMMODATION

Criteria	Venue A	Venue B	Venue C
On-site accommodation available? Eliminates transport costs and time			
Rooms clean, comfortable, and quiet? Rest is essential for day 2 productivity			
Adequate capacity for your group? Keeps team together, builds connection			
Common areas for informal networking? Lounges, kitchens, outdoor spaces			



YVE Advantage

48 ensuite rooms + 2 cottages (up to 96 guests), self-contained wings with shared lounges and kitchens, BBQ areas, all amenities included.

Notes:

SERVICE & FLEXIBILITY

Criteria	Venue A	Venue B	Venue C
Prompt responses to enquiries? Good communication before = good service during			
Flexible with changing requirements? Plans change - can the venue adapt?			
Responsive to unusual requests? Problem-solvers vs. rule-followers			
Clear booking terms provided? Easy-to-understand policies for peace of mind.			



YVE Advantage

Dedicated event coordinators, 30+ years of experience, family-owned care, flexible approach to client needs.

Notes:

COSTS & VALUE

Criteria	Venue A	Venue B	Venue C
All-inclusive package available? Simpler budgeting, fewer surprises			
Clear breakdown of what's included? No hidden fees or surprise charges			
AV equipment included or extra cost? Can add significant expense			
Value for money compared to alternatives? Consider quality, not just price			



YVE Advantage

All-inclusive packages available, all AV equipment included, transparent pricing, great value for groups.

Notes:

FINAL EVALUATION

Instructions: After visiting all venues, answer these questions to help make your final decision:

Question 1: Which venue felt most inspiring and conducive to productive work?

Question 2: Which venue's values align best with our organization?

Question 3: Where did our team seem most comfortable and engaged?

Question 4: Which venue offered the best overall value (not just lowest price)?

Question 5: Which venue felt most committed to making our event successful?

NEXT STEPS

Ready to visit Yarra Valley Estate?

Experience our purpose-built conference facilities, taste our seasonal menu featuring produce from our Edible Forest, and explore our 120 acres of inspiring bushland.



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yarravalleyestate.com.au



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Just 1 hour from Melbourne CBD and airport

About Yarra Valley Estate

For over 30 years, we've been creating meaningful corporate experiences in the heart of Victoria's wine country. Our purpose-built facilities, sustainable practices, and service from the heart make us the perfect choice for your next conference or corporate event.