

1 Start with the Brief, Not the Venue
Most remote planning problems start before venue resourcing begins.

Align on:

- Event objective
- Budget reality
- Guest numbers
- Must-haves vs nice-to-haves

2 Choose the Area Before the Venue
The right location often matters more than the venue itself.

Consider:

- Where attendees are travelling from
- Transport links
- Nearby hotels
- Safety and accessibility
- Local attractions and amenities

Why it matters: Narrowing your search by area saves hours of research.

3 What Experienced Remote Planners Look For
Don't get distracted by pretty pictures.

Prioritise:

- Flexible venues
- Clear pricing
- Reliable communication

Green Flag: Fast, detailed responses usually signal a well-run venue.

4 The Short-Notice Playbook
Your approach should change depending on your timeline.

12+ weeks: Research thoroughly and compare options.

4-8 weeks: Lock budget and headcount quickly.

2-4 weeks: Focus on decision speed over perfection.

Under 2 weeks: Pick up the phone and simplify logistics.

5 Reduce Remote Planning Risk
When you can't visit in person, remove uncertainty elsewhere.

Ask For: Virtual walkthroughs, floor plans, and recent event photos.

Confirm: Cancellation terms, backup plans, and supplier responsibilities.

Check: What's included in the quoted price, and flexibility if guest numbers change.

6 Lead Times at a Glance
Not every event needs six months of planning, but some event types benefit from more lead time than others.

Client Dinners and Team Socials: Allow 3-6 weeks where possible.

Leadership Offsites/ Company Away Days: Ideally plan 8-14 weeks ahead.

Large Conferences & Annual Events: Start planning 6-12 months in advance.

Christmas Party: Book by September if you can.

7 Remote Planning Red Flags
How a venue communicates before the booking often reflects how they'll perform on the day.

- Slow venues responses
- Unclear or hidden pricing
- No recent event photos
- Limited flexibility on guest numbers

8 Save Time When Planning Remotely with VenueScanner
Whether you use our marketplace or the VenueScanner for Business team, find your venue with ease.

- Filter by location, budget, and capacity
- Compare venues side-by-side
- Build and share shortlists
- Send multiple enquiries at once
- Reduce research time and decision fatigue

