

Venue Committee

This committee is responsible for locating, securing, setting up, and cleaning up the venue after the event.

The choice of venue may have been made before this committee has even been formed. If not, below are some of the criteria to consider in making that choice.

Size: The hardest part of the choice may be estimating the number of people who may attend. Your venue should be able to safely seat that number. If you are planning refreshments following the event then your venue should have adequate space for that part as well.

PA system: I do have a portable PA system I can bring if the venue is not too large. In an indoor setting it could adequately cover a space about the size of a high school gymnasium. In an outdoor setting it could cover a space about half the size of a football field. For my PA system and my laptop I will need one electrical outlet rated for at least 20 Amps. If your venue has a built-in PA system then I would need one microphone and the ability to connect the headphone jack on my laptop to one of the inputs on the PA System so I can play my recordings.

Screen Projection: This is not required but if it is available I could provide the words to the songs I will be singing so they could be projected, allowing those who attend to sing along if they wish.

Outdoor Considerations: If you are planning to use an outdoor venue, you may want to plan an alternate indoor venue in case of inclement weather. You should also make sure there are adequate restroom facilities available. If your event will extend into the hours of darkness, you should make sure it has adequate lighting. Since the end of the event will include an altar call there must be enough light to allow people to safely move from their seats to the front of the venue and back to their seats.

Once the venue choice has been made you will need to find out what set up and clean up requirements you need to meet. In some cases those tasks will be handled by the venue managers. In other cases you will need to set up the chairs and everything else that will be used and return the venue to its original state at the end. In that case you may need more people on your committee to help with those tasks.

If refreshments or a meal are going to be served, then you will need to set up a place for that to be done too. Check with the Refreshments Committee to find out what they will need. If dishes are used then the clean up people may need to wash them when it is over.

If child care is going to be provided the venue should have a location and facility suited for that purpose.