



Show Round Tips: Quick Checklist for Event Hosts

Use these suggestions to make your venue tours engaging, memorable, and client-focused.

✓ 1. Understand Their Goals

- ☐ Ask what kind of event they're planning (workshop, party, fundraiser, etc.)
- ☐ Highlight the parts of your venue that best fit their vision

✓ 2. Set the Scene

- ☐ Turn on lights and adjust heating/cooling
- ☐ Ensure the space is clean and welcoming

✓ 3. Help Them Visualise

- ☐ Arrange tables, chairs, or key features if possible
- ☐ Have photos or a simple floor plan ready for reference

✓ 4. Walk the Guest Journey

- ☐ Guide visitors as if they were attending the event
- ☐ Show the flow from one space to another

✓ 5. Highlight Options

- ☐ Point out alternative layouts or additional spaces
- ☐ Suggest possibilities to inspire new ideas

✓ 6. Know Your Essentials

- ☐ Be ready to answer questions on room capacities, layouts, equipment, or scheduling
- ☐ Follow up promptly if any details are unclear

✓ 7. Offer a Warm Welcome

- ☐ Greet clients warmly
- ☐ Offer a refreshment if appropriate
- ☐ Engage in casual conversation to uncover their needs

✓ 8. Respect Their Time

- ☐ Ask how long they have for the visit
- ☐ Keep the tour efficient and professional

✓ 9. Follow Up Thoughtfully

- ☐ Send a concise summary email with next steps and key details
- ☐ Check in a few days later to reinforce attentiveness



☒ **10. Add a Memorable Touch**

- ☐ Leave a small branded item, brochure, or handwritten note
- ☐ Include a thoughtful detail to make your venue memorable

Tip: These are suggestions to enhance your tours, not replace your approach. Small tweaks can make a big impact on clients' impressions and decisions.