

CONSIDERATIONS WHEN HOLDING OFF-SITE MEETINGS		
General area	Details	✓
Authority & accountability	Has the senior church leadership given authority to the people hosting the meeting on behalf of the church?	
	Does your church have accountability mechanisms for those hosting meetings on behalf of the church?	
Venue	Does the venue have adequate space for the number of people expected?	
	Have you made provision for opening up and locking up venues used for meeting?	
	Are the security measures used at the venue adequate?	
Accessing venue	Can people attending the meeting park near the venue and safely?	
	Is there adequate street lighting in parking area?	
	Is there adequate external lighting at the venue?	
	Is there a clearly lit pathway to the front door of venue?	
Neighbour considerations	<i>Domestic</i> – Is there adequate parking space at the venue without parking on neighbour's nature street or blocking their driveway? If not, have you gained approval from them for people to do so? <i>Commercial</i> – is there adequate parking available without parking in bays belonging to other organisations?	
	Have you considered to what degree the noise generated during your meeting, or by people arriving or leaving will impact neighbours?	
Meeting comfort considerations	Is there the appropriate number and type of seating for those expected to attend the meeting? (eg. <i>Not using bean bags for over 70s, etc</i>)	
	Is there is clear, well-lit pathway to the bathroom at the venue?	
	Is there a clear floor space for those walking into meeting area? (eg. <i>No obstructions, toy corner, etc</i>)	
	Is there adequate seasonal heating and cooling available at the venue?	
	Is water available in the meeting area at the venue? (eg. <i>Not having people walking into kitchen areas in private homes, etc</i>)	
	Does your program allow for people to move from one place to another throughout the meeting? (eg. <i>Break from sitting in one spot for 2 hours, etc</i>)	
Equipment	Have you made provisions for transporting, setting up and packing up equipment required for the meeting?	