

Hosting a training or workshop

Finding a venue that fits your needs and timelines can be difficult. Start with an internet search to locate different venues within your city or community. Appropriate venues might include community and recreation centres, libraries, camps, or schools. Compare at least three venues, keeping in mind logistical details such as transportation, associated costs, availability of audio/visual equipment, etc.

Venue information	Venue capacity	Transportation details	Approximate cost	Notes	Dates available