

## COMPLETE MACAO EVENT VENUE SELECTION CHECKLIST

### Pre-Selection Assessment

- Event Objectives Alignment: Does the venue support your meeting's core objectives and attendee experience goals?
- Budget Framework: Have you established clear budget parameters including hidden costs and contingency funds?
- Attendance Projections: Do you have realistic minimum/maximum capacity requirements?
- Stakeholder Requirements: Have you identified all decision-makers and their specific needs?

### Venue Category Decision (IR vs NIR Breakdown)

#### Integrated Resorts (IRs)

- Suitable for 200+ attendees requiring comprehensive services
- Need for extensive F&B options and entertainment integration
- International delegates requiring familiar amenities
- Complex logistics requiring on-site coordination
- Budget accommodates premium pricing structure

#### Non-Integrated Resorts (NIRs)

- Executive-level meetings under 100 attendees
- Authentic Macao cultural experience desired
- Personalised service requirements
- Flexible catering and setup arrangements needed
- Cost-effective solutions prioritised

### Technical Infrastructure Evaluation

- Construction Timeline: When was the venue built/last renovated?
- Technology Capacity: Wi-Fi bandwidth sufficient for attendee count
- AV Capabilities: In-house equipment meets technical rider requirements
- Power Supply: Adequate electrical infrastructure for equipment
- Backup Systems: Redundant internet, power, and AV systems available
- Accessibility: Compliance with international accessibility standards

### Location and Logistics Assessment

- Geographic Position: Peninsula vs Cotai Strip location suits attendee origins
- Transportation Hub Access: Proximity to airport/ferry terminals
- Accommodation Integration: On-site or nearby hotel arrangements
- Ground Transportation: Advance booking capabilities for groups
- Traffic Patterns: Peak time congestion impact on schedules
- Emergency Services: Hospital and emergency response proximity

### Operational Excellence Standards

- Staffing Levels: Adequate experienced personnel for event scale
- Service History: Recent similar events successfully managed
- Vendor Relationships: Established partnerships with specialist suppliers
- Contingency Planning: Backup staff and equipment protocols
- Communication Systems: Clear escalation procedures established
- Insurance Coverage: Comprehensive liability and event cancellation policies

### **Contract and Risk Management**

- Force Majeure Clauses: Border restrictions and health emergency provisions
- Cancellation Terms: Graduated penalty structure with reasonable notice periods
- Payment Schedule: Milestone-based payment protecting cash flow
- Service Level Agreements: Specific performance standards documented
- Dispute Resolution: Clear arbitration and resolution processes
- Government Compliance: All necessary permits and licenses confirmed

### **Financial Optimisation Checklist**

- Seasonal Pricing: Avoided Chinese New Year, Golden Week, and F3 racing periods
- Government Incentives: MGTO/IPIM support programmes investigated
- Package Negotiations: Room blocks, F&B, and meeting space bundled
- Hidden Costs: Service charges, equipment rental, and setup fees clarified
- Currency Considerations: Exchange rate fluctuation protection evaluated
- ROI Metrics: Value measurement criteria established

### **Delegate Experience Planning**

- Cultural Comfort: International amenities vs local authentic experiences balanced
- Dining Options: Dietary restrictions and cultural preferences accommodated
- Entertainment Access: After-hours networking and leisure opportunities
- Business Services: Printing, shipping, and communication facilities
- Retail and Recreation: Shopping and tourist attraction proximity
- Language Support: Multilingual signage and staff capabilities

### **Virtual Inspection Protocol**

- Live Tour Conducted: Real-time venue walkthrough with Q&A capability
- Technology Demonstration: Wi-Fi speeds, AV equipment, and acoustics tested
- Space Measurements: Room dimensions and capacity configurations verified
- Catering Facilities: Kitchen capabilities and service areas inspected
- Loading Areas: Equipment delivery and exhibition setup access confirmed
- Accommodation Standards: Guest room quality and amenities reviewed

### **Final Decision Matrix**

- Scoring System: Weighted criteria reflecting event priorities
- Reference Checks: Recent client testimonials and case studies reviewed
- Site Visit Planned: In-person inspection scheduled for final validation
- Backup Options: Alternative venues identified and preliminary holds placed
- Decision Timeline: Selection deadline aligned with booking requirements
- Approval Process: Stakeholder sign-off procedures confirmed

This checklist reflects professional standards established by the **Events Industry Council's Certified Meeting Professional** (<https://eventscouncil.org/CMP/About-CMP>) programme, designed to ensure comprehensive venue evaluation and risk management for successful Macao MICE events.

Ready to implement these professional venue selection standards? [Contact Poema Language Services](#) for expert guidance in navigating Macao's complex venue landscape with CMP-certified expertise.