



Guidelines for Securing a Public Hall

A meeting hall needs to:

- Be easy to locate
- In a good area of town
- Have plenty of free parking
- Be easily accessible for our target crowd
- Be neutral, that all types of people will feel comfortable coming out to it
- Have a well-lit parking area
- Be clean and in good general condition
- Seat up to 150-300 people (depending on advertising, etc)
- Have adequate clearance for the projector screen
- Come with a separate room for child care
- Have name-recognition with people in the area
- If possible have a secure, lockable room where p.a. equipment can be stored
- Be affordable
- Have three or more tables we can use for registration

In order to locate a meeting hall, please contact the Chamber of Commerce in your area, as they will be able to provide a comprehensive listing of potential venues.

Possible meeting sites for an evangelistic seminar:

- Hotel/Motel conference room (such as Holiday Inn, Ramada, Crowne Plaza etc)
- School auditorium (sometimes these can be too big)
- Community college (some community colleges may not permit offerings or selling tapes--please ensure no such policy exists)
- Civic Center
- Armory auditorium (such as state or national guards)

- Caterer/Reception center (please check for conflicting events taking place in the same building - i.e. loud rock concerts, etc.)
- University (see note on community colleges)
- Unused store front
- Lodge banquet facilities (such as Masonic, Elks, Moose, etc., but these would be a last option due to the non-neutral venue)