

Place vs. Space

Guiding Questions when you're coming up with your event ideas...

- ☐ Is it our organization's place to do this type of event/work?
- ☐ Is this our "space" or are we encroaching on another's?
- ☐ If not our place/space, how can we bring in partners or learn?
- ☐ Does our organization need to step out of our place to grow and change?

Guiding Questions for choosing a venue...

- ☐ Is this an event that HAS to be done at a certain place, or can it be done anywhere?
- ☐ Is this location accessible to my audience (in drive time, expensive vs free parking, wheelchair accessible, welcoming, etc)
- ☐ Does the space welcome my audience (how does the venue feel, decorations, does it match the target audience i.e. set up for kids vs adults)
- ☐ If it is not accessible/doesn't feel welcoming to all, what can you do (move locations, offer parking voucher, ask venue about options, alter the space temporarily how you can)
- ☐ Is there a history/significance of your space that needs to be recognized? (i.e. Piedmont Park on Native Land that is now a COA Public Park, other land acknowledgements).
- ☐ If you have to use what you have, what can you do about it?
- ☐ Can you get creative to answer these questions?

Guiding Questions for setting up your venue/event space...

- ☐ Can we make space at our event for attendees to authentically engage/interact
 - Levels of engagement, Public Speaking for Scientists
- ☐ Have we made space for all necessary voices at our event?
- ☐ Have you set your collaborators/contributors up for success?