

Hosting a Training and/or Workshop at Your Site

Finding a venue that fits your needs and time lines can be difficult. Start with an internet search engine to locate different venues within your city or community. Venues could include but are not limited to community and recreation centres, libraries, camps (depending on the time of year) or even schools. Compare at least three venues, keeping in mind logistical details such as transportation, associated costs, availability of audio/visual equipment, etc. The handy chart below will help you to compare potential venues.

NAME OF VENUE	ADDRESS	TRANSPORTATION DETAILS	APPROX COST	CAPACITY	NOTES	WEBSITE LINK/ CONTACT INFORMATION	DATES AVAILABLE
Sample 1	1234 Main Street Ottawa, ON A1B 2C3	Venue has buses available for student pickup/drop off at school. Not accessible by public transit.	\$49 per person, per day		Lots of outdoor space available for team building activities	mentalhealthcamp.ca	September-December
Sample 2	555 Centre Avenue Ottawa, ON D4E 5F6	No buses/shuttles available, but is close to public transit.	\$45 per person, per day		Hockey rink with free rental equipment	www.campyouthcanada.ca	Winter & Spring