



Venue Toolkit

A printable guide for venues and event teams who want more present, connected and respectful live rooms.

This one-page guide is designed for venue operators, promoters, organizers, door teams, floor staff and collaborators. Its purpose is not to impose rigid rules, but to help teams create clearer expectations, stronger attention and better respect between artists, staff and audiences.

CORE ACTIONS	ROOM CULTURE NOTES
<p>1. Define the intention. Write one short sentence that explains what kind of room culture the event wants to protect. Keep it simple enough to repeat everywhere.</p> <p>2. Align the communication. Use the same message across ticketing, event pages, social posts, entry signage and stage language. Mixed signals weaken the effect.</p> <p>3. Prepare the staff. Door staff, security and floor staff do not need a script, but they do need context. If they understand the purpose, they will communicate it with more clarity and confidence.</p> <p>4. Support the artist. Give performers the option to reinforce the message in their own voice. Artist language often carries more weight than venue authority.</p>	<p>5. Shape the room. Lighting, sound, pacing, screens, host language and crowd flow all influence whether the audience experiences the request as meaningful or superficial.</p> <p>6. Respect the people in the room. Encourage guests to be mindful of the people around them. Visitors should not photograph or film other attendees without their knowledge and consent, especially in close, crowded or emotionally open spaces.</p> <p>7. Review after the event. What worked? Where did attention drift? Which messages felt natural and which felt forced? Build from observation rather than assumption.</p>

<p>QUICK CHECKLIST</p> <ul style="list-style-type: none">■ Core message defined■ Event copy aligned■ Entry signage prepared■ Door and floor staff briefed■ Artist informed and supported■ Post-event review planned	<p>SAMPLE LINE</p> <p>Sample line for event teams: "This event encourages presence, shared attention and respect for the moment. Please be mindful of the artist and the people around you, and avoid photographing or filming others without their consent."</p>
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