

# How We Work

We believe finding the perfect venue should never cost you anything — not your time, your money, or your peace of mind. That's why our fully managed, **free venue-finding service** is designed to make your event planning effortless and enjoyable from start to finish.



by Jigsaw Conferences

# Our Easy Process for Seamless Venue Sourcing

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## Taking Your Enquiry

We'll take a detailed brief from you – including the event type, size, objectives, preferred location(s), budget, and any technical or catering requirements.

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## Venue Sourcing

Using our 20+ years of venue knowledge and access to thousands of UK and international venues, we'll search for options that match your requirements.

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## The Proposal

We compile everything into a clear, easy-to-read proposal with key facts, pros and cons, imagery, cost estimates, and compliance considerations.

# Our Process (Continued)

## Site Visit Coordination (Optional)

If needed, we'll arrange in-person or virtual site visits so you can view shortlisted venues first-hand.

## Final Venue Selection

We help you finalize your venue of choice, ensuring it aligns with your brand, culture, and audience needs.

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## Negotiation Support

We leverage our industry connections and buying power to negotiate the best possible rates and value-added extras.

Our comprehensive approach ensures you get the perfect venue without the stress of searching and negotiating yourself.



# Completing Your Venue Journey



## Booking Confirmation

We'll issue a formal confirmation to you and to the venue, double-checking all details.



## Contracts & Payment

We introduce you directly to the venue's team for formal contracting and payment, unless using our Bill Back Service.



## Feedback & Insights

After your event, we'll follow up with a feedback session to review venue performance and attendee experience.



## No Hidden Costs

Our venue finding service is completely free of charge. You pay the venue directly, with no mark-ups or hidden fees.



# Why Clients Trust Our Process



At Jigsaw Conferences Ltd, we combine our expertise with strong industry relationships to deliver exceptional venue finding services that meet your exact requirements.

# Frequently Asked Questions



Is your venue finding service really free?

Yes — completely free. We are compensated by the venue via a pre-agreed commission model that does not affect your final price. There are no hidden costs or mark-ups. Our service helps you save time, money, and admin effort.



What types of events can you help with?

We specialise in:

- Corporate meetings and conferences
- Team building days & AGMs
- Product launches and training courses
- Contractor accommodation events
- Pharma-compliant hybrid meetings
- Public sector procurement-based events
- Global venue sourcing for retreats, summits & incentive travel



Do you work with international venues too?

Yes. While we are UK-based, we have vetted venue partners and supplier relationships across Europe, North America, the Middle East and Asia-Pacific. We are equipped to handle multi-country venue finding for international clients.

# More Frequently Asked Questions



How long does it take to get a proposal?

Typically within 24 to 48 hours, depending on the size and complexity of your event brief. Last-minute requests can often be turned around within hours.



What happens if we need to cancel or postpone?

We always negotiate flexible cancellation terms on your behalf where possible. We'll also assist with venue renegotiation or rescheduling support if your plans change.



Can you help with hotel accommodation as well?

Absolutely. We provide group and individual accommodation sourcing, including serviced apartments, long-stay housing, and hotel block bookings. This is particularly useful for:

- Conference delegates
- Contractor housing
- Corporate relocations
- Emergency housing needs



Do you support hybrid or virtual events?

Yes, particularly within the pharmaceutical and medical sectors, where we provide pharma-compliant hybrid meeting solutions. We can also assist with venue-supplied AV, streaming partners, and delegate management for virtual attendees.



Are you PCI DSS & GDPR compliant?

Yes — data security and compliance are critical to us. We are PCI DSS compliant, GDPR aligned, and trained to work within ABPI, EFPIA, and IFPMA frameworks for pharma clients.



Do you assist with supplier management or extras like catering or AV?

Yes. We can liaise directly with the venue or third-party suppliers (e.g., florists, caterers, translators, technicians) and include their services within your proposal if needed.

# Ready to Start?

Simply tell us:

Where your event is

Let us know your preferred location or region

When it's happening

Provide your event dates or timeframe

Who's attending

Tell us about your attendees and their needs

Your target budget

Share your budget parameters if known

...and we'll handle the rest.

To get started with our free venue finding service:

+44 (0)800 121 4470 or visit [www.findervenuer.com](http://www.findervenuer.com) powered by Jigsaw conferences Ltd