



# Host Welcome Guide

Your complete onboarding playbook

## Welcome to Venue Connect

Congratulations on joining Venue Connect — a marketplace dedicated to connecting beautiful private event spaces with the guests who will fall in love with them.

This guide walks you through everything you need to know in your first 30 days as a host: building your listing, setting your pricing, accepting your first booking, and turning every event into a five-star review.

## Step 1 — Create Your Account

Sign up at [hostprivateevent.com](https://hostprivateevent.com) using the email address you want associated with bookings and payouts. We strongly recommend using a dedicated business email so inquiries don't get lost in personal inboxes.

Upload a clear profile photo (a real photo, not a logo) — guests trust real faces, and listings with profile photos get up to 40% more inquiries.

## Step 2 — Build Your Listing

Click 'List Your Space' and fill out every field. The more complete your listing, the higher it ranks in search results.

Required: venue name, address, capacity, hourly rate, minimum hours, and at least 4 photos.

Highly recommended: floor plan, A/V capabilities, parking notes, accessibility info, food & beverage policy, and a story about what makes your space special.

## Step 3 — Photos That Sell

Upload 8-15 high-resolution landscape photos. Lead with your single most stunning shot — that's your hero image and the only one most browsers will see in search.

Include: wide room shots, table-set shots, detail shots, exterior, and at least one event-in-progress photo if you have permission.

Avoid: blurry phone photos, photos with people you don't have releases for, photos taken under bad fluorescent lighting.

## **Step 4 — Set Your Rates**

See our 'Pricing Your Space' guide for the full strategy. Quick rule of thumb: research 5 comparable venues in your city and price within 10% of the median for your first 90 days. You can raise rates after you have 3-5 strong reviews.

## **Step 5 — Respond Fast**

Inquiry response time is the single biggest factor in conversion. Hosts who reply within 1 hour book 3x more events than hosts who reply within 24 hours.

Turn on email + SMS notifications in your account settings. Treat every inquiry like it's your only one.

## **Step 6 — Your First Booking**

When you receive a booking request, review the guest profile, ask any clarifying questions in the message thread, and confirm within 24 hours.

Once confirmed, send a warm welcome message with parking instructions, check-in details, and your direct phone number for day-of coordination.

## **Need Help?**

Email [hello@hostprivateevent.com](mailto:hello@hostprivateevent.com) or visit /contact in your dashboard. Our host success team responds within one business day.