

Meeting Planner Site Inspection Checklist

Unsure of what you should be looking for during a site inspection? Below we have identified a few areas you may consider when evaluating venue options:

Location Considerations:

- Sufficient parking – cost of self and valet parking
- Seasonality of location (Peak Season vs. Off-Peak Season)
- Local attractions, recreation and restaurants
- Weather conditions
- Availability of suppliers such as AV, Exhibit Service Contractors, Temporary Help and Security

Facility Considerations

- Overall attractiveness and cleanliness
- Friendly and efficient staff
- Reservations procedures and policies
 - Guarantee and deposit requirements
 - Check-in and check-out hours
 - Check cashing policy and types of credit cards accepted
 - Refund policy for cancellations
- Modern elevators in sufficient number to serve guests when the facility is full
- Availability of Guest Services (Concierge, Banks, Gift Shop, Safety Deposit Boxes, Emergency Services)
- Are there transportation services available?
- Is the facility, in general, accessible to people with disabilities?
- Does the facility have internet access throughout? Including in the meeting space?
 - Is there an additional charge for usage?
- Comfortable, clean rooms with adequate work space.
 - Furniture in good condition, closet space and hangers, smoke detectors, fire exit information clearly posted, refrigerator and/or wet bar.
- Telephone access charges (long distance, local, and calling card)
- Availability of workout facility? Hours? Cost?
- When were the most recent renovations completed and what did it entail?
- Are future renovations planned and if so, when?

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Meeting Space Considerations

- Is the service elevator accessible?
- What is the number of loading docks and the proximity to the exhibit area?
- Where are the outlets and utilities?
- Is there storage space available?
- Will the meeting space be sufficient for your needs?
- What is the name and square footage of each meeting room?
- Does meeting space have high ceilings and no columns or obstructions to interfere with audiovisual presentations?
- How many air walls does each room have? Do they adequately block out sound?
- Is there a stage? What size is it?
- Are you able to hang anything from the ceiling? Decoration policy?
- Do you offer any AV Equipment to utilize? Cost?
- Is there on-site AV support?
- Are there charges for deliveries? Costs?
- Where will breakouts/exhibit area be in proximity to the general session?
- Where are the restrooms in proximity to the meeting space?
- Is the meeting space all on one floor? If not, what is the best route to get to each room?
- Are meeting rooms accessible to people with disabilities?
- Does each room have temperature control?
- How many computer connections are available in each room?
- Will the food and beverage service offered match your needs?
 - What are the menu selections and cost?
 - Can they specialize meals, themed breaks?
 - Are there outdoor spaces available for events?
 - Tax and gratuities costs?
 - Cash bar policies? Bartender costs and minimum hours? Drink costs?
- Are other groups booked for the same dates as the meeting?
- Is there a business center, what are the services offered and the hours of operation?
- Does the facility offer any Team Building activities?

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Add your own notes and To-Do's:

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