

# Site Selection Checklist

## The destination

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### Accessibility

- ▶Ease and cost
- ▶Proximity to airport
- ▶Permits access by people with disabilities
- ▶Adequate taxi service
- ▶Sufficient parking space
- ▶Availability and cost of shuttle service
- ▶Adequate airport assistance
- ▶Adequate number of flights into destination
- ▶Seasonality of destination (peak season vs. off-season)

### Environment

- ▶Availability of local attractions
- ▶Shopping
- ▶Recreation
- ▶Restaurants
- ▶Weather conditions
- ▶Appearance
- ▶Safety of area
- ▶Economic health of community
- ▶Reputation of area/ facility for hosting meetings
- ▶Support and services available from local convention bureau

## The facility

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- ▶Attractive, clean
- ▶Registration desk easy to find: sufficient space and personnel in relation to guest rooms; ability to handle peak check-in/check-out times for major groups; efficient front desk personnel.
- ▶Accessible, fully-staffed message and information desk: rapid response to telephone calls; quick delivery of messages.
- ▶Availability of guest services: drugstores, banks, emergency services, gift shop, concierge, safety deposit boxes

▶ Comfortable clean rooms: furniture in good condition, modern bathroom fixtures, adequate lighting, adequate closet space and hangers, smoke detectors, fire exit information clearly posted.

▶ Adequate lighting and cleanliness of hallways

▶ Availability of beverage and ice machines on each floor.

▶ Rooms equipped for people with disabilities

▶ Reservations procedures and policies

▶ Guarantee and deposit requirements

▶ Check-in and check-out hours

▶ Cut-off date for the room block

▶ Check-cashing policies and types of credit cards accepted

▶ Refund policy for cancellations

▶ Dates of any planned renovations

▶ Availability of a health club, hours, and cost

Telephone access charges (long distance, local, and calling card)

▶ Internet services

▶ Key system for guest rooms

▶ Adequate parking space

▶ Hotel emergency plan

▶ Hotel emergency exits clearly marked

▶ Comparison of king-bedded versus double-bedded room categories

## **Meeting space**

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Meeting rooms come in all shapes and sizes, and with a number of obstructions and inadequacies. The meeting manager must evaluate the potential of each room under consideration. They should measure the room, prepare scale diagrams, incorporate all equipment, staging and decorations, and calculate the desired square footage per person for the required setup. Below are some questions the meeting manager should be prepared to answer before the site inspection:

▶ How many meeting rooms will be required?

▶ In addition to the formal program, will meeting rooms be needed for committee and business meetings?

▶ What is the estimated attendance for each session?

▶ Are attendees to be seated theater style, classroom style, or conference style?

▶ Are rooms with high ceilings and no columns or obstructions needed to accommodate

audiovisual presentations?

- ▶Is space needed in or near the meeting room(s) for refreshment breaks?
- ▶What pre- and post-meeting space is required for affiliated ancillary groups?
- ▶Are meeting rooms accessible to people with disabilities?

## **Food and beverage service**

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### **Public outlets**

- ▶Appearance and cleanliness
- ▶Cleanliness of food preparation areas
- ▶Adequate staffing at peak times
- ▶Attitude of personnel
- ▶Prompt and efficient service
- ▶Variety of menus
- ▶Cost range
- ▶Reservations policy
- ▶Feasibility of setting up additional food outlets for continental breakfast and quick luncheon service if necessary
- ▶Feasibility of using public food outlets for group functions during non-peak hours

### **Group functions**

- ▶Quality and service
- ▶Diversity of menus
- ▶Creativity or access to companies specializing in this
- ▶Costs: tax and gratuities; projected price increase by the time of the meeting; extra labor charges for small group functions
- ▶Liquor laws (restricted times)
- ▶Cash bar policies: bartender cost and minimum hours, cashier charges, drink prices
- ▶Refreshment break pricing: guarantee policies, when a guarantee is required, number prepared beyond guarantee
- ▶Special services: tailored menus, theme parties, unique refreshment breaks, food substitutions available, table decorations, dance floor
- ▶Room service: diversity of menu, prompt and efficient telephone manner, prompt delivery, quality

## **Exhibit space**

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- ▶Location of utilities
- ▶Location of fire exits
- ▶Proximity to food service areas, restrooms, and telephones
- ▶Availability of sufficient time for move-in and move-out
- ▶Proximity of exhibit hall to other portions of the meeting

## **Offices and other services**

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- ▶Good lighting
- ▶Easy for attendees to locate
- ▶Adequate electrical outlets
- ▶Availability of house telephones or telephone jacks
- ▶Availability of Internet
- ▶Ability to secure space after hours
- ▶Is the hotel flexible regarding the tentative agenda, or is meeting space locked in by signed contract?
- ▶Are doors to meeting rooms wide enough to accommodate wheelchairs?

## **Equipment**

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- ▶Tables: eight feet long, rounds, 60 inches, 72 inches
- ▶Chairs
- ▶Table linens