

SITE INSPECTION CHECKLIST

Unsure of what you should be looking for during a Site Inspection? Our Account Executives will be the resource you need to make sure your meeting or event is in the best venue for your needs. Below we have laid out a few key things to look for:

Location Considerations:

- Sufficient flights into location
- Ease, cost and proximity to/ from airport
- 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
- Ease of Registration
- Availability of Guest Services (Concierge, Banks, Gift Shop, Safety Deposit Boxes, Emergency Services)
- Comfortable, clean rooms with adequate work space and lighting
- When were the most recent renovations completed and what did it entail?
- Are future renovations planned and if so, when?
- Is there adequate lighting in hallways and meeting areas?
- 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?
- How will the area be secured?
- Is there office space available?
- 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?
- Can floor plans be provided with details on dimensions?
 - Are rooms with high ceilings or no columns needed to accommodate AV presentations?
 - How many air walls does each room have? Do they adequately block out sound?
 - Is there a stage? What size is it?
 - Are there hang points in the ceiling?
 - Is there on-site AV support?
 - What is the drayage policy?
 - Is space needed in or near the meeting space for breaks
 - Where will breakouts be in proximity to general session?

- Where are Restrooms in proximity to Meeting Space?
- Is Meeting Space all on one floor? If not, how do you access?
- Where will meals be served?
- Will there be adequate staffing at peak times?
- Are meeting rooms accessible to people with disabilities?
- Does each room have temperature control?
- How many computer hookups are in each room?
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- Will the Food & Beverage Service meet your needs?
 - What are the menu selections and cost?
 - Can they specialize the meal, themed breaks?
 - Are there outdoor spaces available for events?
- 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?

Add your own notes and To-Do's Here:

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