

WORKSHEETS

3: SITE SELECTION CHECKLIST

FACILITY OVERVIEW

Date of Site Inspection: _____ Facility Name: _____

Address: _____

Main phone number: _____ Fax Number: _____

Reservations phone number: _____ "800" number for reservations: _____

Web site address: _____

Online Reservations capability? Phone number for international attendees: _____

What is the confirmation process for reservations? _____

What is the deposit policy for attendees? _____

When was the property built? _____

When was the last or when is the planned renovation? _____

When is/was included? _____

CONTACTS

	Name	Direct Phone Line	Fax	Email
Primary Contact				
General Manager				
Catering Director				
Conference Service Manager				
Electrical				
A/V				
Security				
Other				

LOCATION AND TRANSPORTATION

Distance to nearest airport: _____ Distance to downtown: _____

Distance to Convention Center: _____ Transportation and Cost: _____

Traffic Considerations: _____

List local entertainment, shops, stores, restaurants: _____

PARKING CONSIDERATIONS

Parking on site? Valet available? Number of parking spaces: _____ Number of accessible spaces: _____

Cost of parking: _____ Cost of valet parking: _____

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ADJACENT HOTELS

Name	Walking Distance	Number of Rooms Available	When Booked?

When placing overflow guests, where does the front office manager place them?

Attach floor plans, brochures, etc.

GUESTROOMS

Number of guestrooms (breakdown by types and smoking vs. nonsmoking)

Single		Double		Double/Double		King	
Smoking	Nonsmoking	Smoking	Nonsmoking	Smoking	Nonsmoking	Smoking	Nonsmoking

Number of suites (breakdown by types and smoking vs. nonsmoking)

Single		Double		Double/Double		King	
Smoking	Nonsmoking	Smoking	Nonsmoking	Smoking	Nonsmoking	Smoking	Nonsmoking

Accessible rooms (number and types): _____

FEMA #: _____

(Federal Emergency Management Agency determines their compliance with the Fire Safety Act and issues a certifying number)

Air quality? Schedule of filter cleaning? _____

Concierge level? What's included: _____

Complimentary room policy: _____

What's included in the standard room rate? _____

Amenities available for group? _____

Concierge Hours? _____ Check-in and check-out times: _____

IN-ROOM AMENITIES

Minibar in guestrooms

Iron/Ironing Board

Data ports

Multiple telephone lines

In-room safe: Fee? Yes No

Security

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Surcharges for "800" access or Internet services: _____ Fees for in-room safe: _____

What other charges may be posted to a guest's bill? _____

Cost of receiving faxes: _____ Portage fee: _____

Include health club, pool and costs: _____

RESTAURANTS, ROOM SERVICE, GIFT SHOP, BUSINESS CENTER AND OTHER OUTLETS

Attach restaurant menus

Name	Capacity	Hours

TAXES

Sales Tax on Guestrooms: _____ Sales Tax on Food: _____

Bed Tax: _____ Gratuity Percentage: _____

BUILDING SPECIFICATION

Indicate on floor plans:

- | | | |
|--|---|--|
| <input type="checkbox"/> Windows | <input type="checkbox"/> Air-walls | <input type="checkbox"/> Is the room accessible? |
| <input type="checkbox"/> Doorways (dimensions) | <input type="checkbox"/> Storage Rooms | <input type="checkbox"/> Restrooms (number of each) _____ |
| <input type="checkbox"/> Column sizes and locations | <input type="checkbox"/> Computer Hookups | <input type="checkbox"/> Telephones (number of each) _____ |
| <input type="checkbox"/> Built-In screen/stage/podium | <input type="checkbox"/> Temperature Controls | |
| <input type="checkbox"/> Is there Internet access? What is the cost? _____ | | |

Meeting Rooms	Rental	Dimensions (w/ ceiling height)	Capacities	Lighting (dimnable?)

Floor Load: _____

Type of Flooring: _____

ELECTRICAL

- Overhead Floor Columns Plumbing