

10 STEPS TO EFFECTIVE SITE SELECTION

STEP 1 – Bring the Hotel’s RFP to the site visit

STEP 2 – Arrange for the AV, Banquet, and Convention Services Managers to be available

They will oversee your event.

STEP 3 – Is the hotel lobby area clean and easy to find?

- a) Are doormen and bellmen friendly?
- b) Is the check-in desk fully staffed and accommodating?
- c) Is there adequate outside/inside lighting?

STEP 4 – Are guestrooms comfortable, clean and in good shape?

- a) Room size comparison – standard vs. deluxe room
- b) Are the walls soundproof?
- c) Room Service hours? Convenience of early morning or late night availability
- d) Adequate lighting and cleanliness of hallways
- e) Is there wireless internet access in the rooms and how much?

STEP 5 – General cleanliness and condition of all Meeting Space

- a) Ceiling height (depending on the # of attendees, should be a minimum of 11’) and check for any room obstructions that would impede your AV or Exhibit Booth setup
- b) Adequate space in or near the Ballroom or Exhibit space for refreshment breaks
- c) Location of Conference Registration area and storage of equipment
- d) Location of lighting and temperature controls in each room
- e) Adequate electrical outlets
- f) Proximity of Ballroom/Exhibit Space to other portions of the meeting

STEP 6 – Ask the Banquet Manager:

- a) Is there adequate staffing at peak times and are they prompt and efficient?
- b) Do they have a variety of menus (special dietary requests) and what is the cost range?
 - a) Available sizes and number of tables for use during your events?
 - b) Feasibility of setting up additional food outlets for continental breakfast & quick luncheon service if necessary?
 - c) Entertainment/function time restrictions?
 - f) Decorations to enhance facility appearance – Candles, Mirrors, Plants

STEP 7 – Ask the AV Manager:

- a) Review AV setup in Meeting Space and/or Exhibit Space
- b) Adequate technology support at peak times?
- c) Most current AV list and prices
- d) Are T-1 lines or Ethernet available and what is the cost per day?
- e) Or is there Wireless Internet access in the Meeting Space?

STEP 8 – Hotel Security/Safety

- a) Does the Hotel provide security?
- b) Can the space be secured after hours?
 - a) Location of fire/emergency exits?
 - b) ADA compliance?
 - e) Is there a hotel emergency plan?
 - f) Name and location of nearest hospital?

STEP 9 – Hotel Accessibility

- a) Is there sufficient parking? Charges?
 - a) Adequate taxi/limo/rental car/shuttle service?
 - b) Proximity to airport?
 - c) Ease and cost?

STEP 10 – General Environment of the Hotel

- a) Entertainment and local attractions near the hotel?
- b) Restaurants and shopping within walking distance?
 - a) Reputation of area/facility for hosting meetings?
 - d) Support and services available from local Conventions & Visitors Bureau