## Site Inspection Guidelines

### General Information

- What are the names and direct phone numbers of the sales manager, general manager, director of catering, director of convention services, convention services manager, and director of security?
- When was the property built?
- When was the most recent renovation completed, and what did it entail?
- Are future renovations planned? If so, when and what will they entail?

### Accommodations

- How many sleeping rooms does the property have? How many are smoking rooms? Non-smoking?
- What is the sleeping configuration of each room category?
- What is the number and configuration of rooms that meet the requirements of the Americans with Disabilities Act?
- What is the number and configuration of rooms on the concierge/club level?
- What is the policy on complimentary rooms?
- Are there sprinklers, smoke alarms and emergency speakers?
- Are exits clearly marked?
- Are hallways adequately lighted?
- Are walls soundproof?
- What are the in-room amenities?
- How many telephones are in each room?
- How are phone calls billed? What surcharges or fees apply?
- Do guest rooms have data ports?
- Are there desks with lighting?
- What are the hours of room service?

### Meeting and Banquet Space

- What is the name and square footage of each meeting room?
- Can floor plans be provided with details on dimensions, ceiling height, seating capacities and breakout configurations?
Does each room have temperature controls?
Is lighting adequate? Are there tracks mounted for spot lighting?
How many computer hook-ups are in each room?
Does each room meet the ADA’s accessibility standards?
Is there access to a banquet kitchen for meal functions?
Are there obstructions in the room?
How many air walls (single and double) does each room have, and do they adequately block our sound?
Is there a stage? Portable? Permanent? What size is it?
Is there a sound/projection booth? Location?
Are there hang points in the ceiling? Weight limits?
Is there on-site audiovisual support? Can a list of equipment and pricing be provided?
Can equipment owned by the client or from other vendors be brought into meeting rooms?
Will the property provide security for meeting rooms?
What is the drayage policy?
Can keys be provided for meeting rooms?
How many rest rooms are near meeting rooms?
Where are the elevator banks? What is the freight capacity?
What is the size of the exhibit hall?
What services exist in the exhibit hall? Water, electricity, compressed air?
Can you provide a policy manual regarding use of the exhibit hall?
Is use of certain contractors required in the exhibit hall?

Other Information

Can you provide details on any union regulations that will affect the delivery of meeting services?
Are other groups booked for the same dates as our meeting?
What types of food do the on-site restaurants serve? What are their seating capacities, hours of operation and price ranges?
What is the distance to the airport, the convention center and nearest hospital?
Does the hotel operate any shuttles?
What types of theme parties are offered?
☐ Are outdoor spaces or other areas available for special events?
☐ Is there a business center? What services are offered and what are the hours of operation?
☐ Is child care available? What are the hours and fees?
☐ Is on-site parking available? How many spaces are there? What are the parking rates?
☐ Is valet parking offered? What are the rates?
☐ What sports and recreational facilities are on-site or nearby?