



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?

Notes

Accommodations

- How many sleeping rooms does the property have? How many are smoking rooms? Nonsmoking?
- 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?