

Site Inspection Checklist

Event Title | Event Year

[Affiliate Name] Venue Comparison			
General venue information			
Name:	Venue 1	Venue 2	Venue 3
Website:			
Address:			
Total number of guest rooms in facility			
Total square feet of meeting space			
Seating in largest meeting room			
Proposal Status (first or second option)			
Venue's offer to Group for this event			
Sleeping Rooms Blocked			
Total Room Nights			
Peak Room Nights			
Sleeping room rates			
Any (Run of House)			
Single (1 Bed)			
Double (2 Beds)			
Suites			
Staff/Volunteer discounted rate (if any)			
Room rates confirmed for 2021?			
If not, maximum percent yearly increase			
Guest room attrition percentage			
Meeting space			
Meeting room rental fee			
Exhibit room rental fee			
Resort Fee			
Food and beverage			
Total F&B Minimum			
Percent service charge			
Applicable tax			
AV and internet costs			

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Proposal Status (first or second option)			
Internet - Guest Room			
Internet - Meeting Room			
Miscellaneous costs			
Parking (self)			
Parking (valet)			
Additional information			
What is the traveling time and distance between the closest airport to the hotel?			
Will the hotel offer 1 complimentary room night per 40 sleeping rooms sold?			
Will the hotel offer free internet in the sleeping rooms to Group's guests?			
Will the hotel offer a sleeping room upgrade for Group VIPs			
Will the hotel offer complimentary basic wireless internet in the meeting space?			
Is the conference rate available three days pre- and post-event?			
Please list any additional concessions or promotions offered to group			
Any renovations scheduled before the event dates?			
Additional comments			