

MEETING PLANNER GUIDE

SITE INSPECTION CHECKLIST



- Site Completed By (Date).
- Name of Meeting.
- Dates of Meeting.
- Hotel Being Considered.
- Type of Property (Conference Center/Hotel/Resort/Airport/Suburb).
- Number of Guest Rooms and Suites.
- Number of
 - _____ Double/Doubles
 - _____ Kings
 - _____ Queens
 - _____ Singles
- Spa?
- Fitness Center?
- How Many Non-Smoking Rooms?
- How Many Restaurants?
- How Many Bars/Lounges?
- Is there a Club or Concierge floor available/How many rooms?
- Is construction planned? When and for how long?
- Is the Facility ADA Compliant?

Explain _____

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PROPERTY RATING



Rate each hotel on a scale of 1 to 5 on the following criteria: 1 is poor, 2 is average, 3 meets expectations, 4 is good and 5 is excellent.

| CRITERIA | HOTEL 1 | HOTEL 2 | HOTEL 3 | HOTEL 4 | HOTEL 5 |
|---------------------------------|---------|---------|---------|---------|---------|
| HOTEL NAME | | | | | |
| Lobby/seating | | | | | |
| Lobby/cleanliness | | | | | |
| Lobby/décor | | | | | |
| Public restroom/availability | | | | | |
| Public restroom/cleanliness | | | | | |
| Guest room/décor | | | | | |
| Guest room/cleanliness | | | | | |
| Adequate # of guestrooms | | | | | |
| Guest room amenities | | | | | |
| Bathroom amenities | | | | | |
| Restaurant/décor | | | | | |
| Restaurant/cleanliness | | | | | |
| Menu selection | | | | | |
| Food & Beverage creativity | | | | | |
| Banquet presentation | | | | | |
| Banquet menu prices | | | | | |
| Banquet tables/chairs condition | | | | | |
| Meeting space décor | | | | | |
| Meeting space proximity | | | | | |
| Meeting room amenities | | | | | |
| AV/sound system expertise | | | | | |
| Meeting space soundproofing | | | | | |
| Ceiling height adequacy | | | | | |
| Lighting | | | | | |
| HVAC | | | | | |
| Business center | | | | | |
| Business center availability | | | | | |
| Security | | | | | |
| Staff Friendliness | | | | | |
| Health Fitness Center | | | | | |
| Proximity to Airport | | | | | |
| Parking/fee | | | | | |
| Spa | | | | | |
| Golf on property/close by | | | | | |
| Pool | | | | | |
| OVERALL SCORES | | | | | |