

Site Inspection Questionnaire

GENERAL INFORMATION

Contact names and direct phone numbers:

Sales Manager

General Manager

Director of Catering

Director of Convention Services

Convention Services Manager

Director of Security

General Manager

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- When was the property built?
- When was the most recent renovation completed, and what did it entail?
- Are future renovations planned? If so, when? How extensive?
- Does each room have individual temperature controls?
- Is lighting adequate? Are there tracks mounted for spotlighting?
- 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?
- How many air walls (single and double) does each room have, and do they adequately block out sound?
- Is there a stage? What size is it?
- Is there a sound/projection booth?
- Are there "hang" points in the ceiling?
- Is there on-site audio/visual support? Can a list of equipment and pricing be provided?
- Will the property provide security for meeting rooms?
- What is the drayage policy?
- How many rest rooms are near the meeting rooms?
- Where are the service elevators? What is the freight capacity?

ACCOMMODATIONS

- How many sleeping rooms does the property have? How many are smoking rooms? Nonsmoking?
- What is the sleeping configuration for 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?

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OTHER INFORMATION

- Is on-site parking available? How many spaces are there? What are the parking rates?
- Is valet parking offered? What is the rate?
- Are outdoor spaces or other areas available for special events?
- Are other groups booked for the same dates as the meeting?
- What types of food do the on-site restaurants serve? What are their seating capacities and hours of operation?
- What is the distance to the airport, the convention center and the nearest hospital?
- Is there a business center? What services are offered, and what are its hours of operation?
- Is child care available? What are the hours and fees?
- What types of theme parties are offered?
- What sports and recreational facilities are on-site or nearby?

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?