



VENUE SOURCING RESOURCES

Convention Center Site Visit Checklist

General Property Overview

- ☐ What are the venue's standard and max capacities (theater, classroom, reception, exhibit)?
- ☐ What other groups will be in-house during our dates?
- ☐ What are the typical event load-in/out times and procedures?
- ☐ Is there a designated convention services manager or event liaison?

Meeting & Exhibit Space

- ☐ Is there a full and current floorplan map (with dimensions and ceiling heights)?
- ☐ Are there any structural obstructions (columns, ceiling beams) to be aware of?
- ☐ What are the options for airwall movement and soundproofing between rooms?
- ☐ Are there built-in stages, rigging points, or catwalks?
- ☐ What is the availability and cost of additional breakout rooms?

Technology & AV

- ☐ Who is the in-house AV provider? Can you bring in your own?
- ☐ Are there hard-wired internet drops, Wi-Fi capabilities, and coverage maps?
- ☐ Is there dedicated IT/tech support on-site during events?
- ☐ What power capacities are available (especially in exhibit halls)?

Food & Beverage

- ☐ Is catering in-house or exclusive to a vendor? Can you bring in outside caterers?
- ☐ Are there minimums, service charges, or union labor considerations?
- ☐ Where are food service areas located in relation to exhibit/meeting rooms?

Loading & Logistics

- ☐ How many loading docks are available? What are the access policies?
- ☐ Are there freight elevators, and what are their dimensions/weight limits?
- ☐ Where is the event storage located (if available), and is there a cost?

Accessibility & Flow

- ☐ How intuitive is the attendee flow from registration to sessions to the exhibit hall?
- ☐ Are there clear wayfinding signs and directories?
- ☐ Are restrooms, elevators, and accessible routes conveniently located?

Sustainability & Safety

- ☐ What sustainability certifications does the center have (LEED, recycling programs)?
- ☐ What security is provided? What are the emergency procedures?
- ☐ Are there first aid stations or medical staff on site?

Surrounding Area

- ☐ What hotels are walkable or within shuttle distance?
- ☐ Are there dining and entertainment options nearby for attendees?