



VENUE SOURCING RESOURCES

Site Visit Checklist

Hotel Information

Hotel Name	
Guest Reservation Number	
Website	
Physical Address	
Shipping Address	
Sales Contact Name, Title, Office Phone, Cell Phone, and Email	
Check in/out Times	
Distance from airport - miles and time traveled	

Location and Accessibility

- ☐ Is the hotel conveniently located for attendees?
- ☐ Is it easily accessible by public transportation or major highways?
- ☐ Are there nearby attractions or points of interest for attendees? Request a handout if available.

Parking and Transportation

- ☐ Does the hotel offer sufficient parking facilities?
- ☐ Are there valet parking services available?
- ☐ Is there easy access for buses or shuttles if needed?

Renovations and Exterior

- ☐ Is the exterior well-maintained and aesthetically pleasing?
- ☐ Are there any visible signs of wear or neglect?
- ☐ When was the last renovation? What was the total cost and major improvements?
- ☐ Is a future renovation planned? When? What areas will be affected?

Lobby and Reception

- ☐ Is the lobby area spacious and welcoming?
- ☐ Are there enough seating areas for guests?
- ☐ How is the overall cleanliness and ambiance?

Meeting and Event Spaces

- ☐ Are the event spaces adequate for the size and type of event?
- ☐ Do the rooms offer natural light or appropriate lighting options?
- ☐ Are there any restrictions or limitations on the setup of equipment or decorations?
- ☐ Is the exhibit hall located in a central location for increased exposure to event participants?
- ☐ Do breakout rooms have air walls or hard walls? If air walls, when were they last replaced?
- ☐ Is there free WiFi in meeting spaces and public areas?

Timing

- ☐ Are there any special events that occur during the dates of this program which will impact program operation (i.e., stores will be closed, venues closed, unusual traffic levels, etc.)

Audio-Visual and Technology

- ☐ Are there built-in AV systems or will external equipment be required?
- ☐ Is there technical support available during events?
- ☐ Are there sufficient power outlets and internet connectivity options?
- ☐ Are there any additional hotel AV costs if you are planning to bring in your AV team?
- ☐ Is there a FedEx or another shipping company on-site? If so, where is it located in relation to the meeting rooms?
- ☐ Is there professional printing available on-site? If so, where is it located in relation to the meeting rooms?

Accommodation

- ☐ Are the guest rooms clean, comfortable, and well-appointed?
- ☐ Do the room amenities meet the standards expected by attendees?
- ☐ Are there special rates or room blocks available for event attendees?
- ☐ Is WiFi in guest rooms complimentary?

Catering and Food Services

- ☐ Is there a variety of catering options available?
- ☐ Can the hotel accommodate dietary restrictions or special requests?
- ☐ Are there options for coffee breaks, lunches, and receptions?
- ☐ Are the areas where the food will be served adequate?
- ☐ Is the food locally sourced?

Accessibility and Special Needs

- ☐ Is the hotel accessible for individuals with disabilities?
- ☐ Are there accommodations available for attendees with special needs?
- ☐ See [this blog](#) for additional details

Safety and Security

- ☐ Are there adequate fire safety measures in place?
- ☐ What security measures does the hotel have in place for events?
- ☐ Is there a clear emergency evacuation plan?
- ☐ Are there any fire marshall restrictions that will interfere with the event plan?

Staff and Service

- ☐ How responsive and accommodating is the hotel staff?
- ☐ Are there dedicated event planners or coordinators available to assist with planning and execution?
- ☐ What is the reputation of the hotel in terms of customer service?

Cost and Contracts

- ☐ What are the costs associated with booking the venue and additional services?
- ☐ Are there any hidden fees or charges?
- ☐ What are the cancellation policies and terms of the contract?

Additional Amenities

- ☐ Does the hotel offer recreational facilities or amenities for downtime?
- ☐ Are there nearby dining options or entertainment venues?
- ☐ Do you have a spa, fitness center, tennis courts, golf course?
- ☐ Do you offer any programs such as yoga instruction, outdoor programs, or rental bikes?
- ☐ Does the hotel have a business center?

Client Reviews and Reputation

- ☐ What do previous clients say about their experiences with events at the hotel?
- ☐ Are there any recent reviews or testimonials that can provide insights?

Green Initiatives

- ☐ Do you recycle aluminum cans, plastic, and glass used at food functions?
- ☐ Do you have recycling bins in the meeting spaces?
- ☐ Do you have recycling bins in guest rooms?
- ☐ If our group doesn't like to use plastic cups/plates/utensils are you able to accommodate that request?

Follow-Up and Documentation

- ☐ Take detailed notes during the site visit.
- ☐ Request brochures, floor plans, and any additional documentation for review.
- ☐ Follow up with the hotel staff regarding any unanswered questions or concerns.