	A	B	C	D
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2	**Site Inspection Checklist**	**Venue 1**	**Venue 2**	**Venue 3**
3	Event: I Event Year:			
4	**Venue Comparison**			
5				
6	**General Information**			
7	Total number of guest rooms in facility			
8	Total square feet of meeting space			
9	Seating in largest meeting room			
10	Proposal Status (first or second option)			
11				
12	**Property Group Offer**			
13	**Sleeping Rooms Blocked**			
14	Total Room Nights			
15	Peak Room Nights			
16				
17	**Sleeping Room Rates**			
18	Any (Run of House)			
19	Single (1 Bed)			
20	Double (2 Beds)			
21	Suites			
22	Staff/Volunteer discounted rate (if any)			
23	Room rates confirmed for:			
24	If not, maximum percent yearly increase			
25	Guest room attrition percentage			
26				

	A	B	C	D
27	**Meeting Space**			
28	Meeting room rental fee			
29	Exhibit room rental fee			
30	Resort Fee			
31				
32	**Food and Beverage**			
33	Total F&B Minimum			
34	Percent service charge			
35	Applicable tax			
36				
37	**AV and internet costs**			
38	Total number of guest rooms in facility			
39	Total square feet of meeting space			
40	Seating in largest meeting room			
41	Proposal Status (first or second option)			
42	Internet - Guest Room			
43	Internet - Meeting Room			
44				
45	**Miscellaneous costs**			
46	Parking (self)			
47	Parking (valet)			
48				
49	**Additional information**			
50	What is the traveling time and distance			
51	between the closest airport to the			
52	Will the hotel offer 1 complimentary			
53	room night per 40 sleeping rooms			
54	Will the hotel offer free internet in the			
55	sleeping rooms to Group's guests?			
56	Will the hotel offer a sleeping room			
57	upgrade for Group VIPs			
58	Will the hotel offer complimentary basic			

	A	B	C	D
59	wireless internet in the meeting space?			
60	Is the conference rate available three			
61	days pre- and post- event?			
62	Please list any additional concessions			
63	or promotions offered to group			
64	Any renovations scheduled before the			
65	event dates?			
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67	**Additional comments**			
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