| **Site Inspection Checklist** | **Venue 1** | **Venue 2** | **Venue 3** |
| --- | --- | --- | --- |
| Event: I Event Year: |  |  |  |
| **Venue Comparison** |  |  |  |
|  |  |  |  |
| **General Information** |  |  |  |
| Total number of guest rooms in facility |  |  |  |
| Total square feet of meeting space |  |  |  |
| Seating in largest meeting room |  |  |  |
| Proposal Status (first or second option) |  |  |  |
|  |  |  |  |
| **Property Group Offer** |  |  |  |
| **Sleeping Rooms Blocked** |  |  |  |
| Total Room Nights |  |  |  |
| Peak Room Nights |  |  |  |
|  |  |  |  |
| **Sleeping Room Rates** |  |  |  |
| Any (Run of House) |  |  |  |
| Single (1 Bed) |  |  |  |
| Double (2 Beds) |  |  |  |
| Suites |  |  |  |
| Staff/Volunteer discounted rate (if any) |  |  |  |
| Room rates confirmed for: |  |  |  |
| If not, maximum percent yearly increase |  |  |  |
| Guest room attrition percentage |  |  |  |
|  |  |  |  |
| **Meeting Space** |  |  |  |
| Meeting room rental fee |  |  |  |
| Exhibit room rental fee |  |  |  |
| Resort Fee |  |  |  |
|  |  |  |  |
| **Food and Beverage** |  |  |  |
| Total F&B Minimum |  |  |  |
| Percent service charge |  |  |  |
| Applicable tax |  |  |  |
|  |  |  |  |
| **AV and internet costs** |  |  |  |
| Total number of guest rooms in facility |  |  |  |
| Total square feet of meeting space |  |  |  |
| Seating in largest meeting room |  |  |  |
| Proposal Status (first or second option) |  |  |  |
| Internet - Guest Room |  |  |  |
| Internet - Meeting Room |  |  |  |
|  |  |  |  |
| **Miscellaneous costs** |  |  |  |
| Parking (self) |  |  |  |
| Parking (valet) |  |  |  |
|  |  |  |  |
| **Additional information** |  |  |  |
| Will the hotel offer complimentary basic |  |  |  |
| wireless internet in the meeting space? |  |  |  |
| Will the hotel offer free internet in the |  |  |  |
| sleeping rooms to Group's guests? |  |  |  |
| Will the hotel offer a sleeping room |  |  |  |
| upgrade for Group VIPs |  |  |  |
| What is the traveling time and distance |  |  |  |
| between the closest airport to the |  |  |  |
| Will the hotel offer 1 complimentary |  |  |  |
| room night per 40 sleeping rooms |  |  |  |
| **Additional comments** |  |  |  |