PLANNING EVENTS

Checklist
for
Site Visits

1. Before You Leave:

Have you got all the information you need from your colleagues?

Date of Event	
Type of Event	
Number of people	
No of Meeting / Breakout Rooms required	
Seating Styles	
Catering Requirements	
Technical Requirements	
Entertainment / Speakers	
Budget	
Accommodation	
Event Insurance	

Decided what type of venue you are looking for?

- ☐ Conference / Convention Centre
- ☐ Civic Centre
- ☐ Function Centre
- ☐ Theatre
- ☐ Hotel: 3*☐   4*☐   5*☐
- ☐ Castle, Historic Venue or Stately Home
- ☐ College or University
- ☐ Stadium, race track or indoor arena
- ☐ Museum
- ☐ Other ………………………………………………………………………………..

Have you done your home work?

- ☐ Researched the venue
- ☐ Researched the area
- ☐ Accessed the venue web site
- ☐ Taken the venue's virtual tour
- ☐ Asked for Videos, DVDs CDs, if they have them
- ☐ Requested brochures or conference guides
- ☐ Asked for local maps of the area
- ☐ Asked for travel details: Airport; Trains, access by coach or car and Timetables, where appropriate
- ☐ Asked about access for the disabled

2. The Venue Report

Before you visit the venue, it's a good idea to let them know what you are most interested in seeing, i.e. meeting or conference rooms, accommodation as well as the areas you don't want to see such health club, business centre or restaurant.

Remember to record all the positive and negative points, and try to imagine how your own event would run, should you choose that venue.

Venue Contact Details

Venue Name	
Address	
Contact Name	
Telephone	
Facsimile	
E-mail	
Web site	

Key Contact Details

Position	Name	Tel	Email
On-site Co-ordinator			
Venue Sales Manager			
Banqueting Manager			
Catering Manager			
Restaurant Manger			
Technical & Ops Manager			
Sound & Lighting			

Venue Inspection – Assessment Form

Section 1:

Location & Transport		
Detail	*Rating* 1=poor 5=excellent	*Comments*
Location from public transport?	*1 2 3 4 5* ☐☐☐☐☐	
Distance from airport?	Km……… Miles……	
Hotel provides airport transportation? or Shuttle services?	Yes ☐ No ☐	
Taxi / Limousine Services?	*1 2 3 4 5* ☐☐☐☐☐	
Is there sufficient on-site parking available? Check No of spaces	*1 2 3 4 5* ☐☐☐☐☐	
Additional Comments:		

Section 2:

Venue Appearance		
Detail	*Rating* 1=poor 5=excellent	*Comments*
Is the appearance appealing, attractive & welcoming?	*1 2 3 4 5* ☐☐☐☐☐	
Is the lobby attractive / spacious?	*1 2 3 4 5* ☐☐☐☐☐	
Is the front desk well staffed?	*1 2 3 4 5* ☐☐☐☐☐	
Are lifts easy to locate & clean?	*1 2 3 4 5* ☐☐☐☐☐	
Are the conference / meeting rooms easy to locate?	*1 2 3 4 5* ☐☐☐☐☐	
Are the Conference / Meetings rooms attractive & have sufficient lighting	*1 2 3 4 5* ☐☐☐☐☐	
Is there a Business Centre? Find out what services are offered, hours of opening and costs.	Yes ☐ No ☐	
Additional Comments:		

Section 3:

Detail	Rating 1=poor 5=excellent	Comments
No of meeting rooms available		
How many are appropriate?		
Are detailed floor plans available?	Yes ☐ No☐	
Are rooms sound proofed?	Yes ☐ No☐	
Proximity of nearest toilets	1 2 3 4 5 ☐☐☐☐☐	
How close are the lifts / stairs?	1 2 3 4 5 ☐☐☐☐☐	
Tea / Coffee breaks are served in the meeting room?	Yes ☐ No☐	
Tea / Coffee breaks are served in a separate area?	Yes ☐ No☐	
Are cakes, biscuits, pastries served with Tea / Coffee?	1 2 3 4 5 ☐☐☐☐☐	
Are mineral water / cordials / mints / boiled sweets available?	1 2 3 4 5 ☐☐☐☐☐	
Do any of the meetings rooms have obstructions?	Yes ☐ No ☐	
Does each room have temperature controls?	Yes ☐ No ☐	
Is lighting adequate?	1 2 3 4 5 ☐☐☐☐☐	
Does each room meet disability standards?	Yes ☐ No☐	
Is there a stage? What size is it?	Yes ☐ No☐ Size:	
Are the meeting rooms wired for sound?	Yes ☐ No☐	
Is there on-site audiovisual support?	Yes ☐ No☐	
Is there a sound / projection booth?	Yes ☐ No☐	
Are there enough microphone jacks? Stand up or lapel mikes? Convenient accessory inputs?	Yes ☐ No☐	
Is there a list of equipment and prices provided?	Yes ☐ No☐	
Will the venue supply security for meetings?	Yes ☐ No☐	
Are whiteboards provided in every room with markers?	Yes ☐ No☐	
Is an OHP provided in every room? (check back up projector bulbs)	1 2 3 4 5 ☐☐☐☐☐	
Is internet access available and conveniently placed? WiFi? How many phone lines?	Yes ☐ No☐	
Is there adequate set up time for rooms booked?	1 2 3 4 5 ☐☐☐☐☐	
Are PC projectors with laser pointers available?	Yes ☐ No☐	
Availability of screens in every room?	1 2 3 4 5 ☐☐☐☐☐	
Additional Comments:		

Meetings & Conference facilities - General

Section 4:

Room Name	Style	Capacity	Corporate Rate
Room Capacities			

Additional Comments:

Section 5:

Detail	Rating 1=poor 5=excellent	Comments
Banqueting / Restaurants / Catering		
Is the room inviting?	1 2 3 4 5 ☐☐☐☐☐	
How many can be seated comfortably?		
How far is the banqueting room from the kitchen?	1 2 3 4 5 ☐☐☐☐☐	
Is the catering section well staffed?	1 2 3 4 5 ☐☐☐☐☐	
Special meal options (diabetic, vegetarian etc.,)	1 2 3 4 5 ☐☐☐☐☐	
Does the venue happily accommodate other special requirements?	1 2 3 4 5 ☐☐☐☐☐	
Does the venue offer themed parties / outdoor events etc.?(ask for examples)	Yes ☐ No ☐	
Are the sample menus appropriate?	1 2 3 4 5 ☐☐☐☐☐	
Cost per head	1 2 3 4 5 ☐☐☐☐☐	

Additional Comments:

Section 6:

Sports & Leisure Facilities		
Detail What are the additional sporting or recreational facilities on offer:-	**Rating** 1=poor 5=excellent	**Comments**
Is there a health club? If so what are the charges?	1 2 3 4 5 ☐☐☐☐☐	
Is there an indoor / outdoor swimming pool?	1 2 3 4 5 ☐☐☐☐☐	
Are there outdoor spaces or other areas available for special events?	1 2 3 4 5 ☐☐☐☐☐	

Section 7:

Accommodation		
Detail	**Rating** 1=poor 5=excellent	**Comments**
Are guest room furnishing adequate & well maintained?	1 2 3 4 5 ☐☐☐☐☐	
Are they all en-suite?	Yes ☐ No ☐	
How many guest rooms are available for your event?		
What are the check-in & check-out times?	In: Out:	
How many rooms does the property have?		
Executive Suites		
Doubles		
Twins		
Singles		
Are there set smoking rooms?	Yes ☐ No☐ *No:*	
Are fire exits clearly marked?	1 2 3 4 5 ☐☐☐☐☐	
Are there rooms that meet the disability requirements & how many?	Yes ☐ No☐ *No:*	
Are the hallways adequately lit?	1 2 3 4 5 ☐☐☐☐☐	
How good are the in-room amenities (Tea / Toiletries / Hairdryers)	1 2 3 4 5 ☐☐☐☐☐	
Are there desks with lighting? Is there space for laptops and a decent work area?	Yes ☐ No ☐	
Is there internet access / WiFi / dual phones lines?	Yes ☐ No ☐	
What are the room service hours?	Times:	
Is there a reciprocal system in place in event of disaster?	Yes ☐ No ☐	
Additional Comments:		

Section 8:

Registration Area		
Detail	*Rating* 1=poor 5=excellent	*Comments*
Does registration area have room for computers / printers?	*1 2 3 4 5* ☐☐☐☐☐	
Is there enough space for staff / security?	*1 2 3 4 5* ☐☐☐☐☐	
Are there lockable storage areas?	*1 2 3 4 5* ☐☐☐☐☐	
Are there internet connections? / Telephone lines?	*1 2 3 4 5* ☐☐☐☐☐	

Section 9:

Financials		
Detail	*Rating* 1=poor 5=excellent	*Comments*
What is the Rack Rate? Corporate Rate?	*£* *£*	
Are there special rates for weekends, holidays, seasons?	Yes ☐ No ☐	
Deposits required?	*£*	
Guaranteed room rates?	Yes ☐ No ☐	
What is the policy for late arrivals & no shows?		
Credit cards accepted?		
Purchase orders accepted?	Yes ☐ No ☐	
Cancellation Policy		
Insurance requirements		
Complimentary meeting rooms based on food & sleeping room consumption?	Yes ☐ No ☐	
Extra costs for add-ons?		
Additional Comments:		

HINTS & TIPS

- Take time to gather all the facts you need before you visit the venue.

- Meet with key venue personnel who have the authority to make decisions and to ensure continuity, have an alternative contact in case your current one moves on.

- Research the destination and define the purpose and objectives before your visit.

- Network with fellow event managers and obtain references wherever possible.

- Ask lots of questions.

- Note distractions – they may be the same for your delegates!

- Verify all legal issues.

- Know your budget and do negotiate for everything required.

- Consider arriving unannounced.

- Look at the helpfulness of the staff, adequate staffing levels and general cleanliness

- Try accessing the conference arenas and seminar rooms unannounced and see if you are challenged.

- Try and imagine how your delegates would feel about arriving after travelling some distance to get there

- Compare capacities when inspecting meeting rooms with the floor plans provided.

- Sit on meeting room chairs to test their comfort and view projection screens from the furthest seats, if possible.

- See if you can find the lighting controls without assistance

- Test the soundproofing, especially in rooms with movable walls and consider noise levels in the room

- Try and visit the room when there is another event in progress in an adjoining area

- Find out about any major construction that may take place during your event

- If possible, try and find out what other organisations are using the venue at the same time as you to avoid any competitors / conflicts of interest.