

# site selection worksheet

Selecting your ideal meeting venue is one of the most critical and important tasks in the planning process and attempting to recall the many aspects of each venue can be difficult.

The following Worksheet is provided as a guide and may assist in determining the most appropriate venue for your event. Simply rate each aspect on a scale of 1-5 (See scale below), skipping over areas

of no relevance to the success of your event, then add up the total at the end. The list is not exhaustive and does not take into account costs or detailed reference to leisure facilities.

SCORE RATING				
1 = POOR	2 = ADEQUATE	3 = GOOD	4 = VERY GOOD	5 = EXCELLENT
VENUE	ONE	TWO	THREE	
Venue name				
Address				
Inspection date				
Inspection time				
Contact person				
Contact number				
Parking arrangements				
<b>RATING</b>	<b>1-5</b>	<b>1-5</b>	<b>1-5</b>	
ACCESSIBILITY				
Ease of access				
Coach parking				
Adequate signage				
Car parking				
Disabled access if required				
<b>Total accessibility</b>				
CHECK- IN				
Lobby and reception				
Group check-in area				
Luggage storage for early arrivals				
Luggage storage for late departures				
Process for luggage handling				
Porterage				
<b>Total check-in</b>				
MEETING FACILITIES				
Registration area				
Adequate storage space				
Main room suitability				
Breakout rooms / syndicate rooms				
Proximity of breakouts to main meeting				
Proximity of secretariat to meeting area				
Natural light				
Adequate power points				
Flexibility of space				
Appropriate furniture/ Acoustics				
Speaker preparation area				
Band dressing room				
Adequate toilet facilities				
Hospitality suite / Bar area				
Trade area - Ease of bump in/out				
Teambuilding area				
Other				
<b>Total meeting facilities</b>				

RATING	1-5	1-5	1-5
<b>AUDIO VISUAL</b>			
Is AV available sufficient			
Ease of access to additional AV			
<b>Total audio visual</b>			
<b>BANQUETING</b>			
Morning and afternoon break areas			
Luncheon areas			
Pre-function area			
Dinner location choices			
Outdoor banqueting options			
Menu choice			
Beverage choice			
Wet weather alternatives			
NOTES			
<b>Total banqueting</b>			
<b>ACCOMMODATION</b>			
Skip any points which may not be relevant or important to the success of your event.			
<b>STANDARD OF ROOMS</b>			
Standard room used for group allotment			
Suite 1			
Suite 2			
Family Rooms / Apartments			
Distance to conference area			
Other			
<b>GENERAL CONSIDERATIONS</b>	<b>YES/NO</b>	<b>YES/NO</b>	<b>YES/NO</b>
Hairdryer			
C.D/DVD player			
T.V			
Mini bar			
Air conditioning			
Ironing board and iron			
Internet access and wireless technology			
Safe to fit laptop			
Upgrades & VIP recognition			
Non smoking rooms			
Disabled access if required			
Other			
<b>OTHER</b>			
Leisure facilities			
Restaurants and Bar/s			
Partners programs available			
Children's programs available			
Babysitting service available			
<b>OVERALL IMPRESSION</b>	<b>1-5</b>	<b>1-5</b>	<b>1-5</b>
Venue environment and surrounds			
Venue fit to our own company image			
Staff attitude			
Other			
<b>TOTAL OVERALL IMPRESSION</b>			
<b>ADD TOTAL YES/NO'S</b>			
<b>OVERALL TOTAL</b>			