

Regional Meeting Guide Appendix C
SITE EVALUATION QUESTIONNAIRE

Form Completed By: _____

Date of Site Visit: _____

Facility Name/Location: _____

1) Accessibility:

- Is the location easily accessible by air or major highways? Yes No
- Is transport available to and from the airport? Yes No
- Is it free or at nominal cost? Yes No
- If not free, what is the cost? _____

2) Distance between meeting facility and hotels:

- If your Regional is held at a facility other than the host hotel, are enough hotel rooms available within easy (and safe) walking distance? Yes No
- Consider that some attendees may need to travel back and forth to their hotels with goods or money on their persons and will understandably be concerned about safety.*
- Is airport transportation available to and from the airport? Yes No
- Are shuttles available? Yes No

3) Hotel rooms:

- Will the hotel block enough rooms at a reasonable rate? Yes No
- The hotel may be willing to reserve additional rooms nearby to handle overflow. If so, ask the hotel if it is able to provide free shuttle transportation to the other hotel(s) if they are not within easy walking distance. Hotels may also be willing to "comp" room nights at no charge if the group exceeds a certain number of paid nights. These rooms may be used for special guests or by the Regional General Chair.*
- Will the hotel impose a financial penalty on the Regional if a minimum number of room nights are not sold? Yes No
- Are sufficient safe deposit boxes available in the hotel? Yes No

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4) Parking:

Are enough adequate parking facilities available for hotel guests as well as local participants?

Yes No

Is an additional charge imposed for parking for hotel guests?

Yes No

If yes, are multiple-day parking passes available at a discount?

Yes No

Can the facility accommodate high-top vans, trucks, and trailers/haulers with easy access?

Yes No

Is RV parking available?

Yes No

5) Facility discounts:

Does the facility offer incentive discounts to the Regional based on the number of hotel room nights sold at the hotels or in the general area?

Yes No

If so, what must you do to provide the required proof of room nights sold?

Yes No

6) Mart room:

Is the Mart room big enough for the anticipated number of mart tables (in compliance with local fire codes)?

Yes No

Is adequate lighting and accessibility present for loading into the Mart room?

Yes No

Consider issues of drive-in, walk-in, interference with street traffic, and elevators. It must be possible to secure the Mart room. Some table holders may request electrical power at their tables.

Is it possible to provide electricity to table holders at a reasonable cost?

Yes No

Are accommodations available for physically challenged persons?

Yes No

7) Unions:

Is this a non-union facility?

Yes No

Experience has shown that non-union facilities tend to be more reasonably priced and allow more duties to be performed by the organizing committee.

8) Registration area:

Does the Registration area have ample desk, storage, and working space?

Yes No

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Is electricity and Internet access available for computers/printers, etc.?

Yes No

Can the area be secured, so that it may be left set up overnight?

Yes No

If not, is convenient secure storage available nearby for computers, printers, etc.?

Yes No

9) Function rooms:

Are suitable rooms available for the Programs, Exhibit, Live Auction, and Banquet functions?

Yes No

Are these rooms easily accessible and well-lit?

Yes No

Can they be secured?

Yes No

Do the rooms have projection screens and projection equipment?

Yes No

May the Regional supply its own A/V equipment?

Yes No

Is an on-site audiovisual provider available?

Yes No

What are the charges for projection equipment, microphones, screens, etc.?

Yes No

10) Facility equipment/furnishings:

Can the facility provide tables, tablecloths, and chairs for the Programs, Exhibit, Mart, and Banquet rooms?

Yes No

If not, are they available for rent at a reasonable cost?

Yes No

Is it possible for the Regional committee to cover tables?

Yes No

11) Facility charges:

Is an extra charge imposed for the use of Programs, Exhibit, Live Auction, and other required rooms?

Yes No

Many facilities will supply these rooms free of charge in exchange for the anticipated room rentals and/or food and beverage purchases.

12) Food and beverages:

Are the food and beverage facilities adequate and at reasonable cost for the Banquet and Hospitality functions?

Yes No

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Do these facilities have minimum sales requirements, which if not met, may result in additional charges?

Yes No

Is it possible for the Regional committee to bring in food and drink for hospitality?

Yes No

This can result in great savings. In general, if this is allowed, facility rules may require food and drink be consumed in the designated hospitality room.

13) Internet availability:

Is Internet (Wi-Fi) available in the facility and hotels at reasonable cost?

Yes No

Even with the latest membership status from NAWCC Member Services that is mailed ahead of the Regional, it is often necessary to check online with Member Services during On-site Registration.

14) Security:

Does the facility have its own security personnel or an arrangement with a private firm that can provide security services during meetings and after hours?

Yes No

Uniformed, armed off-duty police also may be available and cost effective. They have the advantage of direct and immediate access to the police station.

15) Amenities:

Are restaurants, shopping, sightseeing, and entertainment in the area?

Yes No

Can the local Convention and Visitors Bureau provide personnel to advise attendees on-site, provide literature for attractions, and assist in planning special tours and activities during the Regional?

Yes No

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16) Price negotiations:

Active, firm, and detailed negotiations with hotels and regional facilities can result in large cost savings. In some areas, regional facilities operate at little or no profit, in consideration of the fact that secondary income, such as hotel bookings, food purchases, and shopping provide an economic impact to the area. The NAWCC Convention Committee can assist with negotiations, if requested.