RGS BUSINESS SOLUTIONS

VENUE SELECTION GUIDE

Now that you have an Abstract and Brief, you will also need to gather information about the type of requirements your event may have. This Selection Guide is a valuable document in that you will have, at-a-glance, all the information you will need to consider before selecting a property.

This Planning Guide will also be the source of information to provide to your attendees in the Event Resume. Allocate no less than four hours, per site. In addition to getting references, inquire whether there is a function currently underway that you can visit and speak with the planner on site. Find out what events will be concurrent with your event and does it present any conflicts in space, noise, accessibility, etc. Discuss how often the facility trains its personnel in emergency response; is there a handbook, contact numbers, etc.

Event Details

Event Name	Event End Date
Event Type	Event Budget
Event Manager	Event (Internal)
Event Start Date	Event (External)

Event Description

Event Objectives

Event Benefits

DATES (First Choice)

- Meeting Dates:_____
- Start Date:_____ End Date:_____

DATES (Second Choice)

- Meeting Dates:_____
- Start Date:_____ End Date:_____

DATES (Third Choice)

- Meeting Dates:_____
- Start Date:_____ End Date:_____

REQUEST MEETING PAKS

Have prospective properties overnight meeting planner kits that should consist of:

- Brochure
- Detailed Floor Plan
- Menus/Banquet Selections
- Amenities
- Business Cards of primary contacts
- Ancillary Offerings
- Property Event Planning Site FAQs

PROPOSED REGION LOCATIONS IN CONTINENTAL U.S.

___ Northeast	___ Central	___ Northwest
___ Mid-Atlantic	___ Southern	___ Midwest
___ Southeast	___ West	___ Southwest

WHAT TYPE OF FACILITY IS BEST FOR YOUR MEETING PROGRAM:

Conference
Resort
Luxury Hotel/Resort
Midtown

Tip : Now that you have reviewed the basics, you can begin the selection process. A great source of information is Convention and Visitor Bureaus (CVB's). Many CVB's provide a service that will assist in the information-gathering process. You provide them with your specifications (Sample Specifications) and they will mass-distribute to facilities that meet your specs. If you belong to associations, see what kind of services they offer and the same for the Automobile Club of America. With the advent of the internet, gathering information is almost painless.

VENUE/SITE INFO :

- Hotel or Resort Property Name: _____
- Location (City/State/Country) : _____
- Single Room Rate :_____
- Double Room Rate:_____
- Suite Rate(s):_____
- General Manager : _____
- Director of Sales :_____
- Phone Number(s) :_____
- Fax Number(s) :_____
- Email Address :_____
- Key Contact: _____

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AMERICANS WITH DISABILITIES ACT

- Are hotels ADA Compliant:_____
- What specific accommodations:_____
- Bathroom Setup:_____
- Closets:_____
- Clothing:_____
- Tables: _____
- Light Fixtures/Switches:_____
- Ironing Board/Iron:_____

TIP: Verify that accessible rooms and other accessibility features, such as TTYs, flashing signal lights, roll-in showers, shower benches, signage and step stools, are defined and reserved in the conference room block, which should include both smoking and nonsmoking rooms as well as rooms with different bed types.

MEETING ROOM CONSIDERATIONS

Determine the ratio of presentation time to discussion time. With a well-informed and sophisticated audience, minimal lecture and maximum discussion time works well. Allow equal time for presentations followed by discussion, particularly if papers can be circulated to attendees in advance. If more time is needed for discussion and socializing, limit presentations to short summaries of written papers.

- How many meeting rooms will you need:_____
- Will your meeting have a general session?: _____
- How many people will be in the general session:_____
- Will you meeting require smaller meeting rooms: _____
- How many people will be in the smaller meetings:_____

Room Setup Styles:

- Classroom or Schoolroom Style:_____
- Theatre Style:_____
- Banquet Style:_____
- Reception Style: _____

Theatre style: recommended only if attendees do not need to take notes.

Classroom style: good for large meetings.

Hollow square: does not support AV and accommodates only 20 to 40 people well.

Conference style: commonly used for board meetings and effective for up to 20 peo.

U-shaped: recommended for workshops of fewer than 45 people.

Clusters or rounds: support group discussion.

Avoid a large room lecture format for an entire day. Breakout sessions are very welcome, particularly in the afternoons. Assign the audience to breakout sessions in advance (posting assignments in conference handouts) to avoid confusion.

- Is there a built-in sound system:_____
- Are there air walls/where: _____
- Is there a projection booth:_____
- How many computer hookups:_____
- What is the ceiling height: _____
- Is there remote light control capability:_____
- Is electrical power sufficient: _____
- Is a schematic of electrical setup available:_____
- Do windows have blackout capability:_____
- Is there an internal sound system:_____
- Is outside sound system reqd.:_____
- Loudspeakers:_____
- Room Availability for Setup:_____
- Are rooms securable:_____
- Speaker Preparation Room:_____

AUDIO VISUAL REQUIREMENTS

- Primary Contact Person on Site:_____
- Phone No._____ Fax No._____
- Address:_____
- Does A/V Company have production services: _____
- Does A/V Company only rent equipment: _____
- Are work references available: _____

Cost Calculation:

- Does price include setup/dismantle: _____
- Does hotel charge for shipping/drayage _____
- Does price include rehearsals: _____
- Does price include insurance: _____
- Does price include security: _____
- Does price include labor rates: _____
- What is the cancellation policy: _____
- What kind of equipment is available: _____
- Who is responsible for lost/stolen equipment: _____
- Any penalty for last minute changes: _____
- Is equipment 'bank' housed on site: _____

Special Considerations:

- Can A/V Co. produce video or CD copies: _____
- Does A/V Co. have to outsource: _____
- Videographer or Photographer: _____

GENERAL HOTEL CONSIDERATIONS:

Event Deposit Requirements: _____ $ on Guest Rooms

_____ $ on Food & Beverage

- Is there a separate Registration Area_____
- Is there Business Center_____
- Is it located near your event? _____
- Is there "storage" space?_____
- Any special security req'd._____
- Securable?_____

Complimentary Rooms

What formula does the property use in determining comp room allocation. Is it based on total room nights used or total rooms committed.)

- How many complementary rooms:_____
- How many complementary suites_____
- Is Meeting Room Rental Fee Waived?_____
- If not, how much per each meeting room:
  - General Session $_____
  - Breakout Rooms $_____
  - Miscellaneous Charges $_____

Amenities

- What Standard Amenities are included in:
- Suites: _____
- Regular Rooms: _____
- What Special Amenities will be provided: _____

  _____

  _____

MEAL FUNCTIONS

Walk through the event/meeting agenda. Plan out you're breakfasts, a.m./p.m. break sessions, lunches, dinner and afterwards. Are some evening's planned or left open for attendees to do what they want. Are you having a light breakfast or also including a heart breakfast for a change?

- Total No of Attendees: _____

Food & Beverage Pricing X No. of Days of Event

- Continental Breakfast?_____
- A.M. Breaks:_____
- Luncheons:_____
- P.M. Breaks:_____
- Dinner:_____
- Banquets: _____
- Receptions:_____
- Hospitality Suite Refreshments: _____

Cocktail Receptions

- Hors d'oeuvres
  - $ per person: _____
  - $ per hour: _____
  - $ per table: _____
  - $ per tray: _____
  - $ per piece: _____
- Liquor
  - $ by bottle: _____
  - $ by drink: _____
  - $ per person: _____
- Wine
  - $ by bottle: _____
  - $ by drink: _____
  - $ per person: _____
- Other Beverages
  - Coffee p/gallon: _____
  - Coffee p/cup _____
  - Soft Drinks: _____
  - Beer: _____

Meal Guarantee Notification Requirements: 24 Hours 48 Hours 72 Hour

RECREATION

- What recreational activities are available _____
- What kind of recreation is to be provided _____
- What spouse/partner programs_____
- Local Destination Company_____
  - Contact Person_____
  - Tele No._____Fax No._____
  - Address:_____

GROUND TRANSPORTATION:

- List of local DMCs: _____
- Limousine Transport Required?: _____
- Referred Limo Co: _____
- Determine total surface transport requirements: _____
- RFP for transportation requirements: _____
- Is On-site car rental available?_____
- In house travel coordinator_____Phone/Ext._____
- Outside Travel Service?_____Contact:_____

  Address:_____

- Nearest Airport to Meeting Site:_____
- Distances (miles/time) from A/P to Site:_____
- Will A/P transportation be available_____
- Outside Destination Mgmt. Co._____Phone/Ext._____

  Contact Name:_____

  Address:_____
- Insurance Provided: _____
- Location of DMC to hotel/venue:_____

HOTEL SECURITY REQUIREMENTS

- Is meeting/event highly sensitive: _____
- Does it require access control?: _____
- Any VIP considerations: _____
- Will equipment or other valuables be present: _____

HOTEL ROOM SECURITY

- Do guest rooms have deadbolts: _____
- What kind of access, key or card?_____
- Does each door have a view port_____
- Are Sliders securable?_____
- Emergency Evacuation Diagram clearly visible:_____
- ADA considerations in Evacuation Plan:_____
- What alarms are made available for hearing impaired:_____
- What is the in-house security emergency number: _____
- Wake up call response_____
- Date of last emergency training session for employees_____
- Are all security personnel trained in CPR/first aid?_____
- Insurance Provided: _____

BUDGET DEVELOPMENT

- What does your Budget include:

Site Selection:	_____	Printing	_____
Hotel Accommodations:	_____	PR/Promotion	_____
Travel (To/From):	_____	Mailings	_____
Food/Beverage	_____	Convention Package	_____
Speakers/Entertainment	_____	Gifts/Awards	_____
Audio/Visual	_____	Personnel	_____
Decoration	_____	Miscellaneous	_____
Recreation	_____	Total Budget for Meeting	_____

SPECIAL NOTATIONS

BUDGET PLANNING

A. SITE SELECTION:

( ) Pre-Meeting Meetings

( ) Site Inspection Expenses

( ) Pre-Show Travel

Subtotal

B. HOTEL ACCOMMODATIONS:

( ) Sleeping rooms plus Tax

( ) Presidential Suite?

( ) Speak Guest Suite

( ) Sr. Mgmt. Accommodations

( ) Exhibit Hall

( ) General Session Rooms

( ) Meal function rooms

( ) On-Site "Company" room

( ) Hospitality Suite

( ) Press Room

( ) Speakers "prep" room

( ) Storage Room

Subtotal

C. TRAVEL ARRANGEMENTS:

( ) Airline Fares/Carrier Preferred

( ) Ground Transportation req'd

( ) Taxis and limousines

( ) Shuttle Buses Available?

( ) Porters

( ) Skycaps

( ) Bell Person

( ) Special Transportation

( ) Storage

( ) Gratuities

Subtotal

D. A/V & EQUIPMENT REQUIREMENTS:

( ) PA System

( ) Wireless Mics

( ) Special Lighting

( ) Video and/or Audio recording

( ) Flip Charts

( ) White Boards

( ) Speakers

( ) Markers : Permanent/Dry Erase

( ) Pads and Pencils

( ) Cork Board

( ) Walkie Talkies

Subtotal

E. RECREATION:

( ) Golf

( ) Tennis

( ) Other

Subtotal

F. SPECIAL PERSONNEL

( ) Security Guards (Trade Show)

( ) Photographer

( ) Special A/V personnel

( ) Registration or Hospitality Personnel

( ) Booth/Show Support

( ) Hostesses

( ) Electricians

( ) Carpenters

( ) Stagehands

SUBTOTAL

G. MISCELLANEOUS EXPENSES

( ) Insurance

( ) Overtime

( ) Storage

( ) Gratuities (Show breakout)

( ) Office Supplies (see list)

( ) Equipment (ISW or other)

( ) Computers

( ) Telephone lines (Tel., Fax, etc.)

( ) Furniture

( ) Paper