

Sample Conference Site Inspection Checklist

Site _____

Date _____

Address _____

Salesperson _____

Contact info (email address, phone) _____

Rates for a single _____ Double _____

Complimentary room rate _____ Dates discussed _____

First Impressions

Lobby (describe the 1st impression the site gives you) _____

Entrance: Is the front entrance accessible?

Front desk staff: Friendly? Presentable?

Efficient?

Knowledgeable and comfortable serving guests with disabilities?

Helpfulness of the salesperson _____

Meeting Support

Types of meeting rooms available (describe)

Plenary space _____

Break-out space _____

of elevators that serve the levels where meetings are held _____

Other _____

	Room #1	Room #2	Room #3
Windows	yes / no	yes / no	yes / no
Adjustable Lighting	yes / no	yes / no	yes / no
Sound proof	yes / no	yes / no	yes / no
Cost of room			

ADA Compatibility

Accessible meeting rooms? yes / no
Accessible restrooms? yes / no
Accessible telephones? yes / no
Accessible parking or valet parking? yes / no
Accessible restaurants? yes / no
Accessible transportation? yes / no

Technical Support

AV Staff in-house yes / no

Available AV equipment and costs _____

Guest Room Amenities (Coffee maker, toiletries, free local calls, etc.) and other features
(describe) _____

Wheel chair accessible rooms (including roll-in showers) yes / no

TTYs yes / no

Alert lights yes / no

Fitness facilities/cost _____

Airport transportation/cost _____

Toll free reservation line yes / no

Room reservation service yes / no

Food and Beverages

Meal(s) Sampled	Breakfast	Lunch	Dinner	Break
Meal Quality				
Meal Cost				

Meeting food and beverage packages available? yes / no

Describe _____

Final thoughts _____

