

Site Inspection Checklist

During your “site”, consider the following and don’t forget your poker face – this is part of the negotiation process:

Layout and Major Components

- Welcome spaces like front desk area
- Construction
- Elevators
- “Ugh” rooms
- Sightlines in event spaces like meeting rooms
- Comfort – available restrooms, climate control, decompression spaces
- Building condition, landscaping, cleanliness

Specific Analysis

- Numbers, measurements, points of access, technical requirements
- Meet specialized staff (housekeeping, registration and check-in)
- See space prepared the way it will be on event day (banquet rounds, full lights, background music playing)
- See ALL of the rooms (e.g. every sleeping room)
- See EVERY space (even the ones you might not use)
- See ALL equipment while you’re there (tables, chairs, linens, dishes, bell carts) whether or not you are expecting to use it
- Check out the random ‘little things’ like spa services, menus, etc.

Temporary or Altered Spaces

- Zoning
- Build time
- Surface
- Difficulty of access and available inventory (can local providers meet your needs?)
- Budget
- Shelter
- Power
- Visibility and sightlines
- Comfort
- Style
- Budget (is it a smart decision with the funds available)

Are there any “answers owed”? List these and only finalize the contract when all of these are complete (can do over email).