IAOM Site Selection Checklist

Site Selection for _____ District Meeting and Conference

SLEEPING ROOMS

❑ Room rates and room tax
❑ Date room rate will be guaranteed
❑ Type of rate offered (e.g., flat, sliding scale, off-season)
❑ Condition of rooms
❑ Dates block is available
❑ Number of sleeping rooms in hotel
❑ Number of stories
❑ Percentage breakdown of room types (single, double, suite, etc.)
❑ Number of sleeping rooms available in block
❑ Number of suites available in block

FUNCTION SPACE

❑ Number of meeting rooms in hotel
❑ Number of meeting rooms available
❑ Condition of meeting rooms
❑ Size and shape of meeting rooms
❑ Meeting room obstructions to front of room
❑ Daily meeting room charge
❑ Daily setup charge
❑ Storage area location
❑ Kitchen location
❑ Number of breakout rooms available/proximity to meeting rooms
❑ Sound systems and soundproofing of each meeting room
❑ Location of passenger/freight elevators in relation to meeting rooms
❑ Number, if any, of overlapping meetings

FOOD & BEVERAGE (F&B)

❑ Tax and gratuity on F&B
❑ Average price of breakfast, lunch, dinner
❑ Price of coffee per gallon
❑ Number of public restaurants in hotel
❑ Capacity of restaurants
❑ Off-site dining options

POLICIES

❑ Preferred reservations policy
❑ Policy for late arrivals and late check-out
❑ Complimentary room policy
❑ Room block cutoff date policy (is rate extended on space-available basis?)
❑ Reservation cutoff date
❑ Gratuities (percentage, mandatory vs. optional)
❑ Credit card policies
❑ Cancellation policy
❑ Billing policy
❑ Deposit for master bill and sleeping rooms
❑ Unusual rules/policies

SERVICES

❑ Complimentary services provided by hotel
❑ Fee-based services provided by hotel
❑ Number of hotel employees; ratio to rooms
❑ Room service hours, if available
❑ In-house audio-visual equipment
❑ A/V repairs on site
❑ In-house or contracted services available (security guards, decorators, florists, destination management company, others)
❑ Union contracts or restrictions
❑ Date union contract expires

TRANSPORTATION

❑ Distance/driving time to/from airport
❑ Taxi fare from airport to hotel
❑ Hotel/city shuttle bus frequency/fare
❑ Hotel parking facilities and cost
❑ Convenience of car rental/return

MISCELLANEOUS

❑ Length of time general manager has been at hotel
❑ Percentage of other staff turnover
❑ In-house service manager (are they CMP?)
❑ Compliance with ADA
❑ Number of elevators
❑ Names of three comparable groups that recently met at hotel
❑ Hotel renovation plans/completion dates
❑ Local activities in close proximity to hotel
❑ Special events in city during meeting

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