

STRATEGIC TOOLS TO SUCCESS

NOT YOUR RUN OF THE MILL SITE VISIT QUESTIONS

Make sure you have this checklist handy when you arrive for your site inspection.

- ✓ When was the last time the property was renovated?
- ✓ Do you have plans for the future renovations? Always want to know what construction may be going on before, during or after your event.
- ✓ Who owns the property, could there be any conflict of interest?
- ✓ How many check-in terminals are there at the front desk? Are there enough to accommodate your group or is a satellite check-in better?
- ✓ What areas are available for a satellite check in?
- ✓ What are the loading dock hours and do you have to schedule ahead so as not to conflict with other deliveries?
- ✓ How far is the distance from the loading dock to your ballroom? Do you need extra crew to get it done on time because the distance is so far?
- ✓ What is the width of the hallways for larger items being delivered?
- ✓ What are the dimensions of the freight elevator? This will help figuring out if larger items will fit
- ✓ How far is the kitchen from your plated dinner event? Will the dish be cold by the time it arrives?
- ✓ Coke or Pepsi property? Know your audience and know their preference!
- ✓ Test how sound proof the airwalls are by having them play house music.
- ✓ Test the internet and reception on your phone, venues can have unexpected dead zones.
- ✓ Are there outlets by the bed to plug in your mobile phone? Nothing worse than having to get out of bed to hit snooze!

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STRATEGIC
MEETINGS & EVENTS
Redefining Excellence