

Conference Site Selection Planner

Rating/Score				
1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 = Excellent

	Venue One	Venue Two	Venue Three
Venue Name			
Address			
Inspection Date			
Inspection Time			
Contact Person			
Contact Number			
Parking Arrangements			
Rating			
ACCESSIBILITY			
Ease of Access			
Coach Parking			
Disabled Access if required			
Total Accessibility			
CHECK-IN			
Lobby and Reception			
Group Check-In Area			
Luggage Storage for early arrivals			
Luggage Storage for late departures			
Process for luggage handling			
Porterage			
Total Check-In			
MEETING FACILITIES			
Registration Area			
Adequate Storage Space			
Main room suitability			
Breakout Rooms / syndicate rooms			
Proximity of breakouts to main meeting			
Proximity of secretariat to meeting area			
Natural light			

Adequate power points			
Flexibility of Space			
Appropriate furniture / acoustics			
Speaker preparation area			
Band dressing room			
Adequate toilet facilities			
Hospitality suite / bar area			
Trade area – ease of bump in / out			
Teambuilding area			
Other			
Total Meeting facilities			
AUDIO VISUAL			
Is AV available / sufficient			
Ease of access to additional AV			
Total audio visual			
BANQUETING			
Morning and Afternoon break areas			
Luncheon Areas			
Pre-Function Area			
Dinner Location choices			
Outdoor banqueting options			
Menu Choice			
Beverage Choice			
Wet weather alternatives			
Total Banqueting			
ACCOMMODATION			
Standard Of Rooms			
Standard room used for group allotment			
Suite 1			
Suite 2			
Family Rooms / apartments			
Distance to conference area			
Other considerations:			
Hairdryer			
CD / DVD Player			

TV			
Mini Bar			
Air Conditioning			
Ironing board and iron			
Internet access and wireless technology			
Safe to fit laptop			
Upgrades and VIP recognition			
Non Smoking rooms			
Disabled access required			
Other			
Total Accommodation			
OTHER			
Leisure facilities			
Restaurants and bar/s			
Partners program available			
Children's program available			
Babysitting service available			
Total Other			
OVERALL IMPRESSION			
Venue environment and surrounds			
Venue to fit our own company image			
Staff attitude			
Other			
Total Overall Impression			
OVERALL TOTAL			

Additional Notes:

Source: Canberra – Meeting Planners Guide (2006)