



Site Inspection Checklist

Date completed

Meeting:

Meeting Name:

Type of Meeting: (Convention, conference, seminar, committee, incentive, etc.)

Meeting days and dates:

Date Flexible:

Pattern flexible:

Property:

Property Name:

Property Address:

Phone:

Fax:

Sales Contact Name/Title:

Sales contact direct phone:

Fax:

Property's Web site address:

AAA Rating:

Mobil Rating:

Airport & Distance from Hotel:

Complimentary Transportation?:

Approx Taxi Fare:

Type of property: Hotel, resort, downtown, airport, suburban, conference center, etc.

Number of sleeping rooms:

Number of suites:

Number of kings:

Number of doubles:



Accommodations
unlimited
"We Do The Legwork"

Number of non-smoking rooms/floors:
Number of restaurants:
Construction/Renovation Planned? When?
ADA Compliant?:

Quality of the following (1=poor; 5 = standard; 10 = excellent)

Lobby Décor
Lobby condition
Restaurant décor
Restaurant condition/cleanliness
Restaurant menu options/pricing
Restaurant food quality
Public restrooms condition/cleanliness
Public restrooms accessibility/proximity
Security
Fire Safety
Overall Rating

Meeting space:
Proximity/accessibility to sleeping rooms
Condition/cleanliness
Soundproofing
Décor
Ceiling Height
Lighting
Heating/ventilation
Sound system
Elevators (number/proximity/speed)
Public telephones (number/proximity)
Public restrooms proximity/accessibility
Public restrooms cleanliness
Overall rating



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Room rental charges: \$

Set up charges: \$

Food and Beverage

Approximate cost for:

Continental Breakfast:	\$	per person
Full Breakfast:	\$	per person
Lunch:	\$	per person
Dinner:	\$	per person
Coffee:	\$	per gallon

Service charge% **Tax%**

Guarantees needed by _____ days prior.

Overset guarantee by _____%

Audio Visual

In House a/v company:

Allowed to bring in own or outside a/v?

Cost for bringing in a/v?

(Attach a/v price list)

Service & Amenities

Business Center: _____ Yes _____ No Hours:

Parking: _____ Yes _____ No Cost per day:

Fitness Center: _____ Yes _____ No Cost per day:

Golf on Premises: _____ Yes _____ No Greens Fees:

Tennis on Premises: _____ Yes _____ No

Pool: _____ Indoor _____ Outdoor _____ None

Spa: _____ Yes _____ No

Other:

10521 Judicial Drive, Suite 100

Fairfax, VA 22030

phone: 703 385.5680

fax: 703 385.1848



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Facility policies

Cancellation penalty _____ **by date** _____

Attrition Penalty _____ **by date** _____

Deposit due _____ **by date** _____

Expense recap for this site:

Sleeping room rate: \$ _____

Meeting room cost: \$ _____

F&B Costs: \$ _____

A/V Costs: \$ _____

Other Equipment: \$ _____

Travel Cost: \$ _____

Other Expenses: \$ _____

Total Estimate: \$ _____