

GENERAL HOTEL INFORMATION

Date of Site Inspection _____

HOTEL CONTACT NAME: _____

Facility Name _____

Address _____

Main phone number _____

Web site address _____

Age of Property: _____ Date Last Renovation _____

Any Renovations Scheduled (Date) _____

AAA Rating _____ Diamonds Mobil Rating _____ StarsTripAdvisor Rating _____

Hotel occupancy tax? _____ City tax? _____ Other? _____ Resort Fee? _____

Number of rooms on property: _____ Singles _____ Doubles _____ Queens _____ Kings _____

of one bedroom Suites: _____ # of two bedroom suites: _____

Does the hotel have a Presidential Suite (luxury)? _____

of ADA compliant guestrooms by room type: Kings _____ Doubles _____ Queens _____ Suites _____

Total number of rooms in hotel/resort _____

HOTEL LOCATION

- What is the closest airport? _____
- How many miles from airport to Hotel? _____
- Approximate cost of cab from airport to hotel? _____
- Travel time to hotel? (rush hour) _____ (non-rush hour) _____
- Free airport shuttle? _____
- List any road construction in the area _____
- Is the hotel located in a "safe" area? _____
- Is the hotel easy to get to from the highway? Is the location suitable for the meeting attendees? _____

HOTEL PARKING

- Number of parking spaces _____
- Number of accessible spaces _____
- Cost of self overnight parking _____ Cost of valet parking _____
- Does the hotel have any designated parking areas for oversized and equipment vehicles? _____

MEETING/CONFERENCE ROOM

Prior to your site/tour, request a hotel fact sheet that will include meeting space and capacity charts. When looking at the meeting rooms, make sure to draw any pillars or other objects that may get in the way of conducting your event.

Total square footage of meeting space _____

Total square footage of largest meeting room _____

Meeting Room Floor Plans Available: Yes _____ No _____

Meeting Rooms Carpeted: Yes _____ No _____

Obstructions:	Yes _____ No _____
Air walls soundproof?	Yes _____ No _____
Storage rooms?	Yes _____ No _____
Adequate lighting?	Yes _____ No _____
Are the meeting rooms wired for sound?	Yes _____ No _____
Can we connect into house sound?	Yes _____ No _____
Are the meeting rooms ADA compliant?	Yes _____ No _____
Do they allow registration desks?	Yes _____ No _____
Total Square Footage of Exhibit/pre-function area	_____

Rate the Following For the Meeting Rooms: (1 Poor – 5 Excellent)

Proximity to Sleeping Rooms	_1 _2 _3 _4 _5
Condition/Cleanliness	_1 _2 _3 _4 _5
Décor	_1 _2 _3 _4 _5
Lighting	_1 _2 _3 _4 _5
Sound System	_1 _2 _3 _4 _5
Equipment (e.g. tables, chairs)	_1 _2 _3 _4 _5
Elevators proximity	_1 _2 _3 _4 _5
Restroom Cleanliness	_1 _2 _3 _4 _5
Overall Rating	_1 _2 _3 _4 _5

Rate the Following For the Menu Choices: (1 Poor – 5 Excellent)

Presentation	_1 _2 _3 _4 _5
Menu Selections	_1 _2 _3 _4 _5
Menu Prices	_1 _2 _3 _4 _5
Overall Rating	_1 _2 _3 _4 _5

Does the hotel offer special menu pricing for your group needs? Yes____ No____

- Do they have enough breakout space? Or will they be able to flip from one setup to another in the same room? _____
- Is there enough room for a registration desk in lobby? Yes _____ No _____
- Are there sample menus that you can take with you? _____
- What is the condition of the chairs, tables, china, and silverware? _____
- Did you sit on a chair to test its comfort? _____
- If necessary, can we schedule a tasting to evaluate the food? _____
- Make sure to get the capacity of each available room with different setups. _____
- How many places will the hotel set up beyond the stated number of guests? _____
- When does the hotel need final guarantees for the event? _____
- Does the hotel allow for us to bring in our own A/V equipment at no additional charge? _____
- What is the name of your A/V company? _____
- Is there an extra charge for re-setting the room if set-up is changed? _____
- Can you hang banners or signs in public areas? _____ If so, in what manner? _____
- Can we have a list of all fees that the hotel charges (set up fee, WiFi fee, Corkage fee, etc.) _____

APPROXIMATE COSTS

Lunch \$ _____/person

Dinner \$ _____/person

Coffee \$ _____/person

Service Charge _____% Tax _____%

Guarantees needed by _____ days

Rate the following: (1 Poor – 5 Excellent)

Lobby Décor	__1__2__3__4__5
Lobby Condition/Cleanliness	__1__2__3__4__5
Lobby Lighting	__1__2__3__4__5
Lobby Seating	__1__2__3__4__5
Noise level	__1__2__3__4__5
Desk-staff appearance, uniforms, badges	__1__2__3__4__5
Attentiveness	__1__2__3__4__5
Hallway cleanliness	__1__2__3__4__5
Hallway lighting	__1__2__3__4__5

HOTEL EXTERIOR

Rate the following: (1 Poor – 5 Excellent)

Neighborhood	__1__2__3__4__5
Hotel appearance	__1__2__3__4__5
Appearance of lobby entrance	__1__2__3__4__5
Lack of clutter in entry area	__1__2__3__4__5
Parking area maintenance	__1__2__3__4__5
Landscaping	__1__2__3__4__5

HOTEL GUESTROOMS

Appearance/Condition

Room Appearance
Room Décor
Room Cleanliness
Room lighting
Rooms smell fresh
Bathroom Cleanliness
Bathroom Amenities
Sitting Area
Entirely non-smoking?
Pet friendly ?
Work Space/Desk
WiFi Free (if no, please give pricing)_____
Sitting Area
In-Room Movies
Room Service Available:

Rate the following: (1 Poor – 5 Excellent)

__1__2__3__4__5
__1__2__3__4__5
__1__2__3__4__5
__1__2__3__4__5
__1__2__3__4__5
__1__2__3__4__5
__1__2__3__4__5
Yes _____ No _____
Yes _____ No _____
Yes _____ No _____
Yes _____ No _____
Yes _____ No _____
Yes _____ No _____
Cost _____
Yes _____ No _____

Room Service Hours: _____

- Does the hotel offer a full cook-to-order breakfast complimentary? Yes _____ No _____
- Can we have a list of fees like safe fees, resort fees or anything else that guests may be charged for while they stay at the hotel? _____
- Will points be awarded to the meeting planner? Yes _____ No _____

LIST OF HOTEL AMENITIES

Please check the ones that the hotel has in the rooms

- | | |
|---|--|
| <input type="checkbox"/> Iron/ironing board | <input type="checkbox"/> Ice bucket |
| <input type="checkbox"/> Make Up Mirror Refrigerator | <input type="checkbox"/> In-room safes/cost |
| <input type="checkbox"/> Coffee maker | <input type="checkbox"/> Translucent drapes for daytime |
| <input type="checkbox"/> Hair dryer | <input type="checkbox"/> Posted fire/emergency plan |
| <input type="checkbox"/> Security-programmed room keys | <input type="checkbox"/> Extra pillows/blankets in room |
| <input type="checkbox"/> Smoke alarm/sprinklers | <input type="checkbox"/> Comfortable desk |
| <input type="checkbox"/> Complimentary daily paper | <input type="checkbox"/> Plastic or glass (ware) |
| <input type="checkbox"/> Local-area guides | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Guest-service directory | <input type="checkbox"/> Working remote control for TV Cable |
| <input type="checkbox"/> Movies on demand | <input type="checkbox"/> TV Flatscreen? Yes _____ No _____ |
| <input type="checkbox"/> Clock radios | <input type="checkbox"/> Good water pressure in bathroom |
| <input type="checkbox"/> Convenience of light switches at entry | <input type="checkbox"/> Sink and tub stoppers work |
| <input type="checkbox"/> Generous supply of towels, mats | <input type="checkbox"/> Quiet toilet |
| <input type="checkbox"/> Black-out drapes for sleeping | |

Security

- Are fire exits clearly marked? Yes _____ No _____
- Are there sprinklers, smoke alarms, in every room Yes _____ No _____
- Does the hotel have an emergency plan? Yes _____ No _____

Nearby Things To Do/ Restaurants

Restaurants (Please include approximately how far it is from the hotel)

Shopping (Please include approximately how far it is from the hotel)

Entertainment (Please include approximately how far it is from the hotel)

Attractions (Please include approximately how far it is from the hotel)

Comments

Overall Evaluation Of Hotel: Excellent _____ Good _____ Fair _____ Poor _____

Site Inspection Conducted by: _____ Organization: _____

ARROWHEAD CONFERENCES AND EVENTS

For more information about Arrowhead Conferences and Events, contact:

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