

ANNUAL GENERAL MEETING SITE SELECTION CHECKLIST

NAME OF SITE:

ADDRESS OF SITE:

CONTACT PERSON (name and title):

CONTACT PERSON PHONE NO.:

When visiting the site, please check the following:

Guest Rooms –

- View room and observe if clean and attractive
- Verify cost of room (same price single or double?)

Meeting Rooms –

- View spaces for each of following
- Discuss set-up – is there any problem with below?

Thursday: Classroom set-up for workshop – 30 people
Conference room set-up for SCA Board meeting - 10 people in a.m.; 35 in p.m.
Space (outside or inside) for Opening Reception - 75-100 people
Registration in lobby area - flow

Friday: Registration in lobby area - flow
Exhibits in lobby area or in a room – flow
Theater set-up for Keynote Address – 125-150 people
Coffee Break in lobby – 125 people
3 Break Out Sessions in a.m. (classroom or theater set-up?) – 50-60 people
Lunch (round tables) – 125-150 people
Theater set-up for Business Meeting – 75-100 people
Coffee Break in lobby – 100-125 people
3 Break Out Sessions in p.m. (classroom or theater set-up?) – 50-60 people

Saturday: Round Table/Committee Meetings (room) - 35 people
Registration/Exhibits in lobby area – flow
3 Break Out Sessions (classroom or theater set-up?) – 50-60 people
Coffee Break in lobby – 75-100 people
3 Break Out Sessions (classrooms or theater set-up?) – 50-60 people
Awards Lunch (round tables) – 125-150 people
SCA Board Meeting (conference set-up) – 10 people

- Verify the conditions under which space (meeting rooms, reception/lunch rooms, registration/exhibit/break areas, etc.) is complimentary. If we don't meet the conditions, what is the cost?

Audio-Visual:

- What equipment can they provide
 - slide projector
 - data projectors
 - screens
 - podiums
 - microphones
 - overhead projectors
 - other
 - Internet access

- What do they charge for the rental of each piece of equipment?
 - slide projector
 - data projectors
 - screens
 - podiums
 - microphones
 - overhead projectors
 - other
 - Internet access

- Can we bring our own equipment without a fee from the hotel?

Meals:

- View space for luncheon banquet and reception.
- Do the meals appear like they would be tasty and somewhat reasonable in price?
- Is there a vegetarian option for meals?
- Discuss pricing for:
 - Reception food and drink (no-host bar)
 - Luncheon banquet
 - Morning break (Danish and coffee/tea)
 - Afternoon break (Cookies/brownies and Coffee/tea/sodas)

Parking:

- What is cost of parking for meeting attendees who are not hotel guests?
- What is cost of parking for hotel guests (each 24 hour period)?
- Do hotel guests have in-and-out parking privileges?

General:

- Is hotel pleasant, clean, and attractive?
- Does it appear that the sales and banquet staff will be easy to work with?
- Will our group be assigned someone to work with and go to with problems/needs during the meeting?
- Are the hotel surroundings attractive and interesting?
- Are dining, shopping, and entertainment facilities
 - within walking distance?
 - within easy driving distance?
 - List some major examples
- Is there a complimentary airport shuttle?
- During what hours of each 24 hour period does shuttle operate?
- List airport(s) for which shuttle is complimentary:
- Is there a complimentary shuttle to other nearby attractions (shopping, entertainment)?
- During what hours of each 24 hour period does shuttle operate?
- List attractions for which shuttle is complimentary
- Insurance?

Rate this hotel

- Do you think this hotel would be a good place for the AGM?
- Strengths?

- Weaknesses?

- General Comments: