



Meeting Planner's Facility Layout Checklist

<input type="checkbox"/>	Does the general layout offer convenient access to all pertinent areas of the facility?
<input type="checkbox"/>	Is the check-in area conveniently close to the drop-off area?
<input type="checkbox"/>	After check-in, is it easy and convenient to get to sleeping rooms?
<input type="checkbox"/>	Are the meeting rooms within a five-minute walk from the sleeping rooms?
<input type="checkbox"/>	If the facility features cottage accommodations, are they convenient to the main building and meeting rooms?
<input type="checkbox"/>	Is transportation from cottages, if required, accessible and convenient in all weather?
<input type="checkbox"/>	Are all the meeting rooms within close proximity of each other?
<input type="checkbox"/>	Is it necessary to ride an elevator to get from the sleeping rooms to meeting rooms, or from one meeting room to another?
<input type="checkbox"/>	If so, are the elevators conveniently located?
<input type="checkbox"/>	Are there a sufficient number of elevators and are they fast enough?
<input type="checkbox"/>	Are the public toilets conveniently located?
<input type="checkbox"/>	Can they adequately accommodate a general session recess?
<input type="checkbox"/>	Are there an adequate number of public telephones and are they conveniently located?
<input type="checkbox"/>	Are the restaurants conveniently located?

<input type="checkbox"/>	Are the shops strategically located and easily accessible?
<input type="checkbox"/>	Are the recreational facilities, both indoor and outdoor, easily accessible?
<input type="checkbox"/>	Are the parking lots convenient to the hotel and meeting areas?
<input type="checkbox"/>	Welcome letter from high-ranking officer
<input type="checkbox"/>	Detailed convention program and schedule
<input type="checkbox"/>	Name tags: color coded to identify different registrants
<input type="checkbox"/>	Badge holders designed for both male and female clothing
<input type="checkbox"/>	Badge ribbons to identify speakers, officers, special guests, special committee members & VIP's
<input type="checkbox"/>	Fliers describing special events
<input type="checkbox"/>	Meal and special event tickets
<input type="checkbox"/>	List of attending delegates
<input type="checkbox"/>	List of exhibitors
<input type="checkbox"/>	List of VIPs and award winners
<input type="checkbox"/>	List and biographies of speakers and entertainers
<input type="checkbox"/>	List acknowledging special contributors and sponsoring parties
<input type="checkbox"/>	Page explaining hotel charges, telephone charges, billing, tipping, checkout procedures and ground transportation schedules
<input type="checkbox"/>	Booklet or flyer on local history and local customs
<input type="checkbox"/>	List of local restaurants and places of interest
<input type="checkbox"/>	Map of area
<input type="checkbox"/>	Note pad, pencils or pen
<input type="checkbox"/>	Optional token gifts (e.g., printed T-shirt, hats, towels, sunglasses, local memorabilia)
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____