

Section III – RMR Region Seminar Site

A. Site Selection

1. Chapter president or seminar chairman appoints a site selection committee of two or three people.
2. Committee meets to read over basic requirements for the seminar and determines:
 - a. Site requirements
 - i. meeting rooms, sleeping rooms, banquet facilities
 - ii. preferred locations
 - b. Acceptable dates with alternatives
 - c. Number of participants expected (See Attachment III-A)
3. Brainstorms possible locations:
 - a. Hotels and conference centers
 - b. College campuses – dormitories or hotel nearby
 - c. Convention centers or retreat sites
4. Members split up list created and get basic information by phone.
5. Members visit sites with facilities that fit requirements.
6. Members meet to discuss findings and pick the top two or three sites for second visit.
7. All committee members visit the final sites.
 - a. Use the hotel or site worksheets to make sure all of the questions are answered.
 - b. Eat at the facility. (See Attachment III-B)
8. Site selection committee presents the prioritized choices to the seminar committee or chapter board.
9. If necessary, site trip is made by the seminar committee/board members.
10. Contract is drawn up (often the facility will have a contract). Region director must have a signature space, along with the seminar chairman.
11. Seminar committee or chapter board reviews contract with “a fine toothed comb.”
12. Contract signed by site representative and chapter president/seminar chairman and is sent to region director for signature.

B. Site – Basic Requirements

(See Section IX-D for Glossary)

1. Adequate number of sleeping rooms with:
 - a. Air conditioning
 - b. Separate beds
 - c. Bathrooms “en suite”
 - d. Adequate linens – bedding and towels
2. Adequate number of class rooms with:
 - a. Good lighting
 - b. Chalk or white board
 - c. Room for 20 students with room for teacher to walk around
 - d. Adequate electrical outlets
3. Handicapped accessibility.
4. Proximity to highways and airports.
5. Availability and cost of ground transportation to site from nearest airport.
6. Space for seminar registration area.
7. Space for meetings in conjunction with seminar:
 - a. Executive board meeting
 - b. Region board meeting
 - c. Prospectors meeting
 - d. Committee meetings
 - e. Suite or room suitable for holding meetings available to the region director
8. Space for exhibits:
 - a. Prospectors
 - b. Chapter/region
9. Space for a boutique and/or bookstore.
10. Availability of food service:
 - a. Banquets
 - b. Restaurant
11. Walking distance between venues, elevator, parking.
12. Availability and cost of internet service in sleeping rooms, class & meeting rooms, common areas.

C. Guidelines

1. Make sure ALL agreements are in writing. As site personnel may change from the initial contact to the time of the seminar, it is vitally important that everything be in writing.
2. Provide site with sample schedule of events, including all meetings, classes, banquets, exhibits, and bookstore/boutique including hours. (Attachment III-C)
3. If complementary rooms are available, these should be allocated to the region director, faculty (this keeps costs down), seminar chairman.
4. A facilities chairman should be appointed to deal directly with the site concerning daily needs during the seminar both before and during seminar.
5. Negotiate room rates based on number of bedrooms to be rented.
6. Rates for meeting or classrooms can be negotiated based on the set-up fees.
7. Be sure the site knows how all rooms are to be set up including chair/table arrangement, audio-visual equipment, etc. (Attachment III-D)

Preliminary Site Selection Checklist

Preliminary questions for host unit to consider:

1. Is this a location region members wish to travel to for a seminar?
2. Are seminar objectives best served by hotel, conference center, or college?
3. What are anticipated needs for hotel rooms, other facilities and services?
4. What are projected seminar dates (be sure to include executive & region board meetings)?
5. What is the anticipated attendance?

Have available the following information from the past six years:

1. Number and types of hotel rooms used
2. Types and numbers of functions guaranteed
3. Actual attendance at each
4. Arrival and departure patterns
5. Promotional assistance received from sites
6. Exhibit programs
7. Prior venues with contact information

From site contacts, find out:

1. Name, title, mailing address, phone number
2. Services to be provided
3. How long has site contact been there
4. Names of general managers, director of sales, convention services manager

Site Inspection

Check site for:

1. Number of single, double-double and suites
2. Rack rate for each
3. Complimentary room policy
4. Housekeeping/appearance
5. Adequate public space
6. Meeting room capacities/dimensions
7. Lighting, ventilation, temperature controls
8. Sound systems
9. Obstructions
10. Exhibit facilities; boutique/bookstore
11. Drayage policy
12. Available equipment, services, costs
13. Elevator service
14. Security, fire safety
15. Facilities for mobility impaired
16. Distance from airport, shuttle
17. Renovation plans
18. Overlapping conventions
19. Parking facilities, cost
20. Credit, gratuity, liquor policy

21. Union requirements, date of contract renewal
22. Hotel policy on posters and signs
23. Food services at seminar venue
24. Availability and cost of internet service in sleeping rooms, class & meeting rooms

Investigate local:

1. Food, beverage, entertainment taxes
2. Alcohol laws
3. Public transportation
4. Overflow housing options
5. Accessibility of hotel and other function sites, as well as of city or location
6. Promotional assistance by site
7. Climate
8. Special holiday observances and local festivals

Negotiations/Bookings

Be sure to research:

1. Facilities pricing structure
2. Other conventions that have met at the site
3. Rates at comparable area properties
4. Negotiability of reasonable group rate

Note: A suite rate (cost) should be negotiated just as room/rack rate has been. All special rates should be written into the seminar site contract.

Obtain food and beverage quote or determine date to negotiate them.

Possible negotiable items:

1. Staffing
2. Exhibit space, classroom set up
3. Cutoff date
4. Complimentary rooms, suites
5. Gratuities
6. Function room fees
7. Parking
8. Decorating, cleaning, security

Put everything in writing.

Detailed In-Depth Site Inspection Checklist

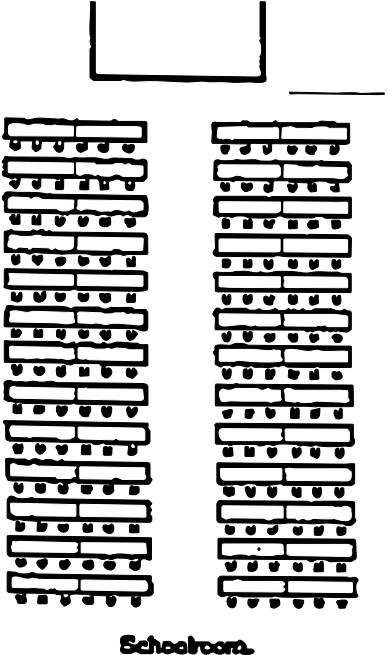
1. Available dates
2. Breakout classrooms – up to 22 students each
 - a. Capacities/dimensions
 - 15 – 18 students need minimum of 468 square feet of space
 - 22 students need minimum of 625 square feet
 - b. Lighting – can additional be provided
 - c. Electrical outlets
 - d. Temperature control
 - e. Charge for tables
 - f. If parlors are being used for classrooms, can the adjacent bedrooms be used for teachers, 2 beds
3. Sound system
4. Staging area
5. Boutique/Bookstore
 - a. Square feet
 - b. **MUST** be secure
 - c. Need set up prior to opening plus storage area
 - d. Unloading/loading facilities
 - e. Union? If so, what problems with loading? If so, when does contract expire?
6. Exhibit facility
 - a. Prospectors
 - b. Local chapter
 - c. Security
7. Merchandise Night
 - a. Skirted tables, chairs - number
 - b. Evening set-up --- 5 pm if event is at 7
 - c. Set-up --- horseshoe
8. Seminar registration
 - a. 2 skirted tables
 - b. Extra bellmen, carts and staff
 - c. Heavy group arrival on day of opening
9. Banquets
 - a. Opening
 - b. Closing
 - c. Other meals
10. Meet the Teacher
 - a. Skirted tables, chairs – 2 teachers per table
 - b. Time
11. Available equipment, services, prices
 - a. Easels
 - b. Black or white boards
 - c. Bulletin boards
 - d. Audio visual equipment

12. Elevator services
 - a. How many
 - b. Capacity
 - c. Location relative to classrooms
 - d. Can service elevator be used?
 - e. All operational?
13. Facilities for the handicapped
14. Credit, gratuity and liquor policies
15. What other groups are meeting in the hotel during seminar?
16. Fire code, sprinklers, how is staff trained?
17. Is there a group preceding – name and departure date?
18. Will site accept and store shipments for teachers, boutique/bookstore? What is the policy for moving boxes within the site?
19. What are the room rates, complimentary room policy, and location of overflow housing should expected attendance exceed available space?
20. At what point is the number of reservations in a block of rooms reviewed for possible increase or reduction of the number?
21. What promotional assistance will the site offer?
22. How do food and beverage in-house compare with other facilities?
23. What is the general attitude of the employees in the hotel?
24. Is the site designed to facilitate movement of large groups of people from one meeting area to another?
25. How many restrooms are available for meeting attendees? What is their proximity to meeting rooms?
26. How many public telephones are available? Where are they located?
27. What special attractions are close to the site? Will they help to attract people to come to seminar or distract them?
28. How many miles is site from airport? What are limo and taxi fares if there is not a free shuttle?
29. Is internet service available? In the sleeping rooms, class & meeting rooms, and the common areas? Is it free or is there a charge?

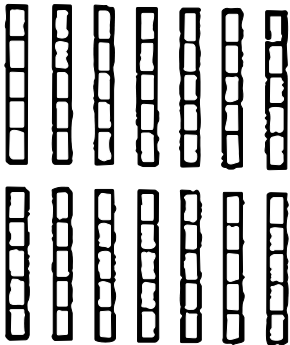
Sample of Event Schedule and Room Requirements

Date/Time	Function	Chairman	Room	# People
Wed., date 8:30am – 5 pm	Registration	name Registrar	Lobby	150
9:30 am – noon	Region Board Meeting Set up – specify	name Region Director	Little Ball	50
12:15 – 1:30 pm	Region Luncheon Set-up; menu	name Special Events	Eatery	50
1:30 – 4:30 pm	Region Board Meeting Set-up as above	name Region Director	Little Ball	50

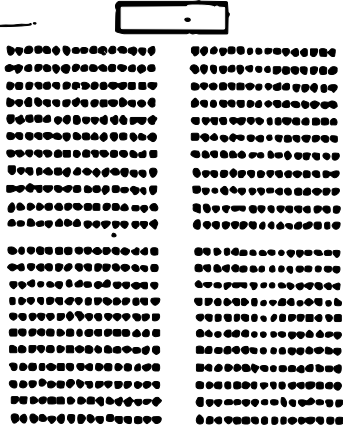
Various Room Configurations



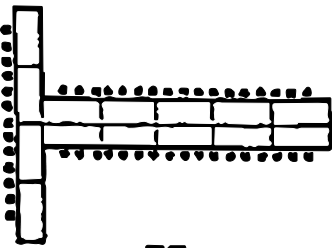
Schoolroom.



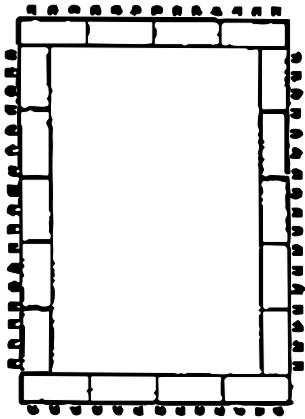
Schoolroom, perpendicular.



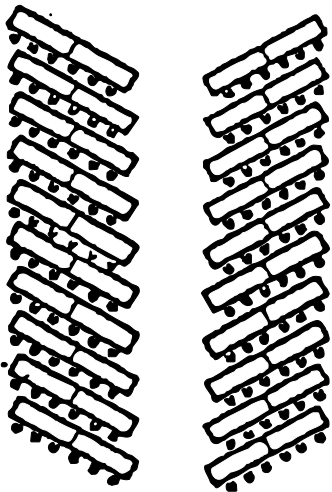
Auditorium, conventional.



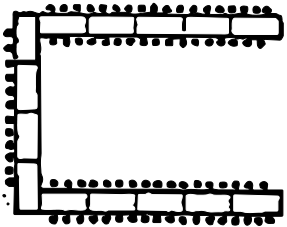
T-Shape.



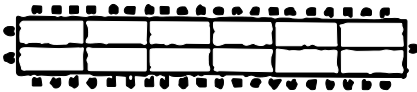
Hollow Square.



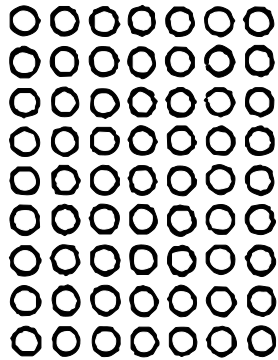
Schoolroom, vshape.



U-Shape.



Board of Directors.



Round Tables.