# Conference/Meeting Venue Checklist

Use this checklist when conducting a site visit at a conference or meeting venue:

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Is the venue available on or around the dates your committee has chosen? |  |  |
| Is it large enough for your event? Capacity: |  |  |
| How far is the venue from the airport, train station, etc.? |  |  |
| How much is a typical cab or ride sharing option to get to/from the airport or train station? |  | |
| Are there on-site restaurants? |  |  |
| Are on-site restaurants wheelchair accessible? |  |  |
| Is the venue within walking distance of several hotels and restaurants? |  |  |
| Meeting & Event Spaces |  |  |
| Is there a map with dimensions available? |  |  |
| Ballroom? |  |  |
| Theatre? |  |  |
| Spacious meeting rooms for breakout sessions? |  |  |
| What are the meeting room capacities? (You need space for wheelchairs!) Details: |  | |
| An exhibit hall or expo space? Details: |  |  |
| Does the venue have permanent or mobile interpretation booths for language translation? Details: |  |  |
| Is there space and direct line of sight for sign language interpreters? |  |  |
| Is the signage for the rooms and other areas provided in braille? |  |  |
| Is there a raised stage with ramp and railing option? |  |  |
| Are there automatic or power-assisted doors? |  |  |
| Are there elevators to all meeting spaces? |  |  |
| Are all routes that attendees and staff use accessible by wheelchairs or scooters? |  |  |
| Can the podium or a table be raised or lowered with the push of a button for a person using a wheelchair or for a little person? |  |  |
| Is there a way to ship equipment and store items before and after the event? Mailing address for shipping: |  |  |
| Does the venue have an agreement with hotels nearby where blocked rooms could be provided at a deeper discount? Details: |  |  |
| Is there is a business center on-site? |  |  |
| Are there ATMs on site? Location(s): |  |  |
| Venue Parking |  |  |
| Is there a cost for parking? \_\_\_\_/day |  |  |
| How many accessible parking spaces? |  | |
| Is accessible parking available? |  | |
| Are there parking height restrictions? Details: |  | |
| Catering |  |  |
| Is there a preferred caterer and do they provide various dietary options?  Details: |  |  |
| In addition to meals, do they provide refreshments for breaks between sessions? |  |  |
| Are banquet servers trained to address food allergy issues including cross-contamination at buffet tables? |  |  |
| Is there a pharmacy close to the hotel? |  |  |
| Toilets |  |  |
| How many accessible restrooms are there in the meeting space areas? |  | |
| Are the sinks and towels accessible? |  |  |
| Can standalone soap dispensers and paper towels be provided? |  |  |
| Do toilets have automatic or power-assisted door? |  |  |
| Grab bars? |  |  |
| Accommodations |  |  |
| For attendees who are deaf and hard of hearing -- Are Assistive Listening Devices (ALD) available? |  |  |
| Are Loop Systems available? |  |  |
| Are microphones compatible? |  |  |
| Do you have a list of local resources for American Sign Language Interpreters and CART providers? Details: |  |  |
| Does the venue provide Audio Visual (AV) equipment, computers, wireless internet? Details: |  |  |
| Emergencies |  |  |
| Do you have a first aid station? |  |  |
| Does the first aid station have Epi-Pens? |  |  |
| Are Automated External Defibrillators (AEDs) stationed around the venue? |  |  |
| Have staff been trained in how to use AEDs? |  |  |
| Is there an emergency evacuation plan in place for attendees with disabilities? (Get a copy to share with staff and volunteers) |  |  |
| Is there a designated service animal relief area and does it have litter bags? Where: |  |  |
| Are loaner wheelchairs or scooters (possibly through a third-party vendor who can assume liability) available? Local resource details: |  |  |
| Does the venue provide complimentary services? Details: |  |  |

Remember to never sign a contract with a venue without conducting a site visit first.