|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SITE SELECTIONtop factorsmeeting objectiveattendee expectationsevent requirementsbudgettransportation accesscreating experiences

|  |
| --- |
| our partnersPREFERRED HOTELS & RESORTSALHITENEOFOUR SEASONS RESORTSMARRIOTT INTLHILTON INTLIHGAND MORE |
| COSTSOur service for site selection typically doesn’t incur any fees dependent Group block size & rate as we are paid by our suppliers to bring them business in the form of commission. Hourly service costs are only incurred if the amount of time needed to service the site selection cannot be accommodated from the amount of commissions. |

 |

|  |
| --- |
| HOW WE achieve SUCCESSFUL SITE SELECTIONIDENTIFY THE MEETING OBJECTIVESPurpose, educational, business results, promote products and services, and/or networkingGather historical dataPast records including attendance data, amount of meeting and exhibit space used, financials, food and beverage, room block pick-up and any additional travel accommodations. If available analyze customer surveys from past events.physical requirements* Preferred dates and/or pattern. Should certain ethnic, federal, religious and state holidays or other competitor/partner event dates be avoided? Are seasonal or peak times a factor?
* Anticipated Attendance and any factors that impact attendance
* Sleeping rooms needed, arrival/departure patters, room type considerations, how will reservations be made and what are the budget guidelines
* Meeting space requirements and set up. Audiovisual, exhibits and design needs. Move In/Out requirements. Is the flow of space important? Registration and Office needs. Any ADA requirements.
* Food and beverage requirements. What are the food functions needed/expected, the number of attendance and is there a budgetary guideline? Any dietary restrictions to consider?

Attendee expectations & interestsWhat attractions, activities, entertainment or accessibility for the destination will impact attendees and their desire to attend the event? Is there an outcome expected for the attendee – certification, new business and etc.? Is it within your audiences’ budget?DESTINATION & FACILITYTransportation accessibility; is the space too large for the event, is weather a factor to consider; does the location provide something familiar or unique compared to previous destinations? |

 |