

Facility Layout Checklist

- Does the general layout offer convenient access to all pertinent areas of the facility?
- Is the check-in area conveniently close to the drop-off area?
- After check-in, is it easy and convenient to get to sleeping rooms?
- Are the meeting rooms within a five minute walk from the sleeping rooms?
- If the facility features cottage accommodations, are they convenient to the main building and meeting rooms?
- Is transportation from cottages, if required, accessible and convenient in all weather?
- Are all the meeting rooms within close proximity of each other?
- Is it necessary to ride an elevator to get from the sleeping rooms to meeting rooms, or from one meeting room to another?
- If so, are the elevators conveniently located?
- Are there a sufficient number of elevators and are they fast enough?
- Are the public toilets conveniently located?
- Can they adequately accommodate a general session recess?
- Are there an adequate number of public telephones and are they conveniently located?
- Are the restaurants conveniently located?
- Are the shops strategically located and easily accessible?
- Are the recreational facilities, both indoor and outdoor, easily accessible?
- Are the parking lots convenient to the hotel and meeting areas?
- Welcome letter from high-ranking officer
- Detailed convention program and schedule
- Name tags: color coded to identify different registrants
- Badge holders designed for both male and female clothing
- Badge ribbons to identify speakers, officers, special guests, special committee members & VIP's
- Fliers describing special events
- Meal and special event tickets
- List of attending delegates
- List of exhibitors
- List of VIPs and award winners
- List and biographies of speakers and entertainers
- List acknowledging special contributors and sponsoring parties
- Page explaining hotel charges, telephone charges, billing, tipping, checkout procedures and ground transportation schedules
- Booklet or flyer on local history and local customs
- List of local restaurants and places of interest

- () Map of area
- () Note pad, pencils or pen
- () Optional token gifts (e.g., printed T-shirt, hats, towels, sunglasses, local memorabilia)
- () Other _____
- () Other _____
- () Other _____