

Checklist for Destination Selection

To help you choose the best location for your next meeting.

Define your Meeting

What Kind of Meeting:

- Annual conference
- Convention
- Sales meeting
- Staff meeting
- Training seminar
- Retreat
- Tradeshow
- Incentive program
- Fund-raiser
- Board meeting
- Product launch

How many will attend:

- _ 1-50
- _ 50-100
- _ 100-500
- _ 500+

What is the date?

What is your budget?

How many nights?

How many sleeping rooms will you need for each night?

First _____

Second _____

Third _____

What kind of property do you need?

- _ Restaurant
- _ Hotel
- _ Resort
- _ Conference center
- _ Convention center
- _ Other

Specify: _____

Rank your Preferences

What are your top three choices for location?

First _____

Second _____

Third _____

What is the main reason you might select each location?

First Location _____

Second Location _____

Third Location _____

Will your choices work?

Will your choice of destination accommodate your kind of meeting?

Yes No

Does your choice of destination have meeting rooms that accommodate your number of attendees?

Yes No

Does each destination contain enough meeting space and sleeping rooms to accommodate your meeting?

Yes No

If not, which destination must be eliminated from your options?

Does sleeping room and meeting space availability coincide with your meeting dates?

Yes No

If not, which destination must be eliminated from your options?

Accessibility

Will your attendees find easy access at your choice of destination?

Yes No

If not, which destination is most accessible?

Is convenient transportation to / around each destination available?

Yes No

If not, which destination offers the most convenient transportation?

Are other meetings taking place in any of these destinations during your dates?

Yes No

If so, will those meetings cause conflicts with your organization?

Yes No

Costs / Services

Are the costs associated with each destination comparable?

Yes No

If not, which destination is the most affordable?

Are needed vendors / services available in each destination to assist with your meeting?

Yes No

Are costs for vendors / services in each destination compatible?

Yes No

If not, which destination offers the most affordable vendors / services?

Have you conducted a FAM trip or site inspection in each destination?

Yes No

Activities

Will expected weather conditions have an impact on your meeting?

Yes No

What activities are available at your choice of locations?

#1 #2 #3

- Amusement parks
- Biking
- Boating
- Casinos
- Comedy clubs
- Concerts
- Dining
- Festivals
- Fishing
- Golf
- Hiking
- Horseback riding
- Hunting
- Ice skating
- Museums
- Nightlife
- Pools
- Racing events
- Shopping
- Sightseeing
- Skiing
- Snowmobiling
- Spas
- Theatre
- Tours
- Waterparks
- Zoos
- Other

Specify; _____

Are there any events or festivals happening in or around your destination that might help or hinder your meeting?

Which meeting location offers the best entertainment / activity options for spouses?

Which meeting location offers the best entertainment / activity options for your meeting group?

The Destination

Compare your top three destinations and decide which will best serve your meeting.

Destination: _____

What property have you selected for your meeting?

Property contact name: _____

What local vendors / services will you require for your meeting?

- Audiovisual
- Catering
- Decorating
- Floral
- Gifts / giveaways
- Interpreters
- Meeting planning assistance
- Printing
- Promotion
- Office equipment
- Speakers
- Translators
- Transportation
- Tour guides
- Volunteers

What vendor / service companies will you utilize for your meeting?

Company name: _____

Company name: _____

*This checklist, provided by **Rita Emmett**, should be viewed as a general guideline. Fell free to make as many additions or changes as you want.*