

Select A Hotel For Your Family Reunion With This Checklist

Once you have [group rates for hotels](#) and have narrowed your choices down to three, the following checklist will help you decide on the best hotel for your family reunion. Just place checkmarks in the items that are available at each hotel and you should be able to decide on the best property for the family reunion.

| | Hotel # 1 | Hotel # 2 | Hotel # 3 |
|--|-----------|-----------|-----------|
| Questions To Ask | | | |
| 1. How much total banquet space do you have? | | | |
| 2. How many different meeting rooms do you have and what are their individual sizes? | | | |
| 3. Do the meeting rooms have free wifi? | | | |
| 4. Will you get a discounted rate on food and beverage or at least a food and beverage credit if your family reunion members take up a certain amount of rooms? | | | |
| 5. Does the hotel offer suites to the family reunion planner? | | | |
| 6. Does the hotel offer suites to the family reunion planner? | | | |
| 7. Can the family reunion planner or the organization itself get points for every dollar spent at the hotel? | | | |
| 8. What kind of Audio Visual equipment is available? Is there support staff on hand to help if something goes wrong? | | | |
| 9. Can you bring your own Audio Visual equipment? | | | |
| 10. Can you bring your own snack and beverages (A lot of hotel s will give you a hospitality suite to pack snacks and beverages into). | | | |
| 11. Will the hotel offer a free hospitality suite (This is generally a smaller meeting room that family members can congregate in). A big plus goes to the hotel that offers this. | | | |
| 12. Will the hotel offer a no walk clause. If the hotel is sold out, none of your guests should be sent to another property. The hotel has to make arrangements to move guests other than yours. | | | |

| Things To Watch For | | |
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| 1. Size of the registration area | | |
| 2. Cleanliness of the hotel bathrooms | | |
| 3. Cleanliness of the hallways, lobby, and meeting rooms. | | |
| 4. Are employees helpful | | |
| 5. TripAdvisor Rating | | |
| | | |
| Amenities The Hotel Offers | | |
| 1. Is the breakfast free? | | |
| 2. Is the breakfast continental or full? | | |
| 3. Video games in room (keeps the kids busy) or at least a game room on property | | |
| 4. Safe Deposit Box (Valuables you may wear to a banquet should be stored here) | | |
| 5. How many handicap accessible rooms are there in the hotel? | | |
| 6. Free Internet | | |
| 7. In room microwave and fridge | | |
| 8. Make up mirror (Not a necessity but a definite plus, if available) | | |
| 9. Is there room service available? | | |
| 10. Is there a pool? Indoor or outdoor? | | |
| 11. Adequate number of ice machines | | |
| 12. Is parking free? Convenient? | | |