

Hotel Site Inspection Checklist For A Sports Team

Created by:



Hotel Site Inspection Form

Sports Team Travel

Overall Evaluation Of Hotel: Excellent _____ Good _____ Fair _____ Poor _____

Red indicates items that are specific to blocking hotel rooms for a sports team. Pay particular attention to these items.

General Hotel Information

Date of Site Inspection _____
Facility Name _____
Address _____
Main phone number _____
Fax number _____
Reservations phone number _____
"800" number for reservations _____
Web site address _____
Age of Property: _____ Date Last Renovation _____
Any Renovations Scheduled (Date) _____
AAA Rating _____ Diamonds Mobil Rating _____ Stars
TripAdvisor Rating _____
Hotel occupancy tax? _____ City tax? _____ Other? _____
Cost of parking _____
Distance to downtown _____
Is the hotel located in a "safe" area? _____

Read our article on [reserving a block of hotel rooms for a sports team.](#)

Hotel Rooms

Appearance/Condition

Rate the following: (1 Poor – 5 Excellent)

Room Appearance	__1__	__2__	__3__	__4__	__5__
Room Décor	__1__	__2__	__3__	__4__	__5__
Room Cleanliness	__1__	__2__	__3__	__4__	__5__
Room lighting	__1__	__2__	__3__	__4__	__5__
Bathroom Cleanliness	__1__	__2__	__3__	__4__	__5__

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Bathroom Size
 Bathroom Amenities
Bathroom Shower Height
 Overall Rating
 Work Space/Desk Yes _____ No _____
 Sitting Area Yes _____ No _____
Walls soundproof? (Kids can be noisy) Yes _____ No _____

Amenities

Please circle the ones that the hotel has in the rooms

Complimentary WiFi	Complimentary a.m. breakfast	Microwave
Iron/ironing board	Shower height?	Refrigerator
Coffee maker	Generous supply of towels, mats	In-room mini bar
Smoke alarm/sprinklers	Comfortable desk	Local-area guides Guest-service directory Movies on demand
Clock radios	Convenience of light switches at entry	Ice bucket
Video games on demand	Black-out drapes for sleeping	Plastic or glass (ware)
In-room safes/cost	Translucent drapes for daytime	Parental blocking of TV available
Extra pillows/blankets in room		

Hotel Room Block Details

Rack Rate Single \$ _____ Double \$ _____ Suite \$ _____
 Group Rate Single \$ _____ Double \$ _____ Suite \$ _____

Room Block by Day:

Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____
 Day _____ Number of Rooms _____

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Group Contract Policies

Complimentary Rooms For Coach? _____

Is Courtesy Room Block Available? Yes ___ No ___

Cut-Off Date _____ Days Out _____

Rates available after cut-off date ___ Yes ___ No

What is the rate for parents that check in a day early or stay an extra night? _____

Attrition Rate _____ %

Deposit required for group _____

What is the policy on cancellations/no shows _____

Check-In time? _____ Check-Out time? _____

What is the policy for late check-out? _____

Does the hotel offer direct bill? Yes ___ No ___

Can the hotel offer rebates back to the organization when a whole tournament is booked there?

What is the policy if the team checks out early (loss in tournament etc.)? _____

If the hotel is sold out, what arrangements are made for confirmed hotel guest? _____

Questions To Ask

Can game consoles be connected to the TV in the room?

Is it possible to block rooms without connecting doors (for students)? And place parents in rooms with connecting doors if they need them?

Does the hotel have bus parking available?

Is group check-in available? Yes _____ No _____

Can hotel rooms be pre-keyed? Yes _____ No _____

Can rooms be pre-blocked into one area of the hotel? Yes _____ No _____

Is the hotel completely non-smoking? Yes _____ No _____

Is there a private area where parents can hang out together?

Can the team have a complimentary space to have Pizza together?

Lobby

Rate the following: (1 Poor – 5 Excellent)

Lobby Décor _____1 _____2 _____3 _____4 _____5

Lobby Condition/Cleanliness _____1 _____2 _____3 _____4 _____5

Lobby Lighting _____1 _____2 _____3 _____4 _____5

Lobby Seating _____1 _____2 _____3 _____4 _____5

Desk-staff appearance, uniforms, badges _____1 _____2 _____3 _____4 _____5

Attentiveness _____1 _____2 _____3 _____4 _____5

Elevator Condition _____1 _____2 _____3 _____4 _____5

Elevator Cleanliness _____1 _____2 _____3 _____4 _____5

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Restaurant

Rate the following: (1 Poor – 5 Excellent)

Restaurant Staffing __1__ __2__ __3__ __4__ __5__
Restaurant Cleanliness __1__ __2__ __3__ __4__ __5__
Restaurant Décor __1__ __2__ __3__ __4__ __5__
Restaurant Menu Selection/Pricing __1__ __2__ __3__ __4__ __5__
Restaurant Food Quality __1__ __2__ __3__ __4__ __5__
Overall Rating __1__ __2__ __3__ __4__ __5__

Can they leave the restaurant open late for an after party in the bar? Yes__ No __

Hotel Amenities Available

Is an Indoor Pool available? Yes _____ No _____

Health Club available Yes _____ No _____

Business Center Yes _____ No _____ Hours _____

Game Arcades On Site? Yes _____ No _____

Exterior

Rate the following: (1 Poor – 5 Excellent)

Neighborhood __1__ __2__ __3__ __4__ __5__
Hotel appearance __1__ __2__ __3__ __4__ __5__
Appearance of lobby entrance __1__ __2__ __3__ __4__ __5__
Lack of clutter in entry area __1__ __2__ __3__ __4__ __5__
Parking area maintenance __1__ __2__ __3__ __4__ __5__
Landscaping __1__ __2__ __3__ __4__ __5__

Nearby Things To Do/ Restaurants

Restaurants (Please include approximately how far it is from the hotel)

Shopping (Please include approximately how far it is from the hotel)

Entertainment (Please include approximately how far it is from the hotel)

Attractions (Please include approximately how far it is from the hotel)

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Security

Are fire exits clearly marked?

Are there sprinklers, smoke alarms, in every room?

Does the hotel have an emergency plan?

Does the hotel have security guard that walks the area around the hotel?

Hotel Management Contact Information

Name	Phone Number	Email Address
General Manager		
Reservations Manager:		
Director of Sales:		
Accounting Dept. Contact:		

Comments

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