

Military Reunion Hotel Site Inspection Checklist

Created by:



Hotel Site Inspection Form For A Military Reunion

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

Questions To Ask

1. Does the hotel offer special amenities to military reunions (Flag key cards, red, white, and blue tablecloths, mini flags in the overnight rooms)?
2. Military reunions often have to be done on a very tight budget so let hotels know that they may have to provide some additional services for free when it comes to this type of reunion.
3. How many wheelchair accessible rooms does the hotel have? How many will roll in showers?
4. How many total accessible rooms does the hotel have?
5. Does the hotel have elevators that are wide enough for wheelchairs?
6. Can the overnight rooms for the military reunion be blocked on the same floor as the meeting rooms?
7. What are some popular attractions for military reunions nearby? Anything within walking distance?
8. Will the hotel offer free breakfast to the military reunion attendees and their families?
9. Many attendees of the military reunion will bring families. How many 1 and 2 bedroom suites does the hotel have? What will the group rates be for these types of rooms?
10. Does the hotel have enough meeting space to hold a military reunion?
11. Can members of the military reunion be blocked in rooms near each other?
12. Approximately how many military reunions does the hotel host every year?
13. Is there enough room for a registration desk in lobby? Or outside the meeting room?
14. Is there a discount on food and beverage if the military reunion blocks rooms at the hotel?
15. If the WiFi is not free regularly, can the hotel make it free for the military reunion group?

If you have not done so already, consider reading "[How to block hotel rooms for a military reunion](#)"

Be Observant About...

1. How helpful is the sales manager?
2. How helpful is the rest of the staff?
3. Is the rest of the staff aware that you are there on a site tour?
4. How big a piece of business is your group to this hotel? If it's too small, then they may not care as much about how happy they keep you.
5. Did the GM greet you at all? Did he/she talk stay long enough to answer any questions?
6. The more your business means to the hotel, the more negotiable the sales staff will be with any special requests.

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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? _____

Number of rooms on property: Singles _____ Doubles _____ Queens _____ Kings _____
One bedroom Suites _____ Two _____
Rooms for the physically impaired: Kings _____ Doubles _____ Queens _____ Suites _____
Total number of rooms in hotel/resort _____

Hotel Location

Can the hotel provide complimentary shuttle to nearby military attractions? _____
What is the closest airport? _____
How many miles from airport to hotel? _____
Approximate cost of cab from airport to hotel? _____
Travel time to hotel? (rush hour) _____ (non-rush hour) _____
Free airport shuttle? _____
Traffic considerations _____
Is the hotel located in a "safe" area? _____

Hotel Parking

Cost of parking _____
Number of accessible spaces _____

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Nearby Hotels

When placing overflow guests, where does the front office manager place them?

Name of hotel	Walking Distance	Number of rooms	Room Rate

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__
Bathroom Amenities __1__ __2__ __3__ __4__ __5__
Overall Rating __1__ __2__ __3__ __4__ __5__
Sitting Area Yes _____ No _____
Walls soundproof? Yes _____ No _____
Early Check in available? Yes _____ No _____
Entirely non-smoking? Yes _____ No _____
Pet friendly ? Yes _____ No _____
Guest phone charge cost _____ Long Distance _____

Do the bathrooms have grab bars?

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Amenities

Please circle the ones that the hotel has in the rooms

Complimentary WiFi	Complimentary a.m. breakfast	Microwave
Iron/ironing board	Make Up Mirror	Refrigerator
Coffee maker	Hair dryer	Connecting Rooms for families?
Smoke alarm/sprinklers	Complimentary daily paper	Local-area guides Guest-service directory Movies on demand
Clock radios	Convenience of light switches at entry	Generous supply of towels, mats
Availability of cribs, playpens	Black-out drapes for sleeping	Ice bucket
In-room safes/cost	Translucent drapes for daytime	Posted fire/emergency plan
Extra pillows/blankets in room	Comfortable desk	Plastic or glass (ware)
Movies on demand	Room-service Menu	Parental blocking of TV available
Toiletries	Remote control for TV	Cable TV
Good water pressure in bathroom	Sink and tub stoppers work	Quiet toilet

Taxes

Sales tax on guestrooms _____

Occupancy tax on guestrooms _____

Service Fees, safe fees, resort fees, or any other miscellaneous fees _____

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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 _____

Group Contract Policies

Complimentary Rooms _____ per _____ Per Room Night

Will the hotel provide complimentary hospitality suite where classmates can hang out after hours?

Can you bring your own food into the hospitality suite?

Can the hotel provide ice for the hospitality suite?

Will the hotel clean the hospitality suite throughout the reunion?

Is a courtesy room block available for a class reunion? Yes ___ No ___

Cut-Off Date _____ Days Out _____

Rates available after cut-off date ___ Yes ___ No

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? _____

Will the hotel waive early check-out penalties? _____

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

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Meeting/Conference Rooms Information

Ask for a brochure that has the exact diagram of each meeting room. When looking at the meeting rooms, make sure to draw any pillars or other objects that may get in the way of conducting your event.

Total Sq. Ft. at Hotel _____

Room	Set Up	Date	Max People	Square Feet	DIMENSIONS (w/ CEILING HEIGHT)	Meeting Room Fee

- Meeting Room Floor Plans Available: Yes _____ No _____
- Meeting Rooms Carpeted: Yes _____ No _____
- Obstructions: Yes _____ No _____
- Whiteboard/markers Yes _____ No _____
- Air walls soundproof Yes _____ No _____
- Storage rooms Yes _____ No _____
- Computer hookups Yes _____ No _____
- Is the room accessible? Yes _____ No _____
- Adequate lighting? Yes _____ No _____
- Exit signs marked clearly? Yes _____ No _____
- Are the meeting rooms wired for sound? Yes _____ No _____
- Are pc projectors and laser pointers available? Yes _____ No _____
- Can we connect into house sound? Yes _____ No _____
- Are they ADA compliant? Yes _____ No _____
- Do they allow registration desks in Lobby? Yes _____ No _____
- Is there enough room to have a registration desk outside the meeting room? Yes _____ No _____
- If so, what is the cost? _____

Restrooms near meeting rooms (number of each) _____

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Is there Internet access? What is the cost? _____
 Access for the physically impaired _____
 How many places will the hotel set up beyond the stated number of guests? _____
 When does the hotel need final guarantee for the class reunion? _____
 Is there an extra charge for audio-visual equipment? _____
 Is there a charge for bringing your own audio-visual equipment?
 If so, what is the charge? _____
 Dance floor/Size _____
 Is there an extra charge for re-setting the room if set-up is changed? _____
 Can you hang class reunion banners or signs in public areas? _____
 If so, in what manner? _____

Room Rental Charge \$ _____
 Set-Up Charge \$ _____

Rate the Following For the Meeting Rooms: (1 Poor – 5 Excellent)

Proximity to Sleeping Rooms	_1_2_3_4_5
Condition/Cleanliness	_1_2_3_4_5
Décor	_1_2_3_4_5
Lighting	_1_2_3_4_5
Sound System	_1_2_3_4_5
Equipment (e.g. tables, chairs)	_1_2_3_4_5
Elevators proximity	_1_2_3_4_5
Restroom Cleanliness	_1_2_3_4_5
Overall Rating	_1_2_3_4_5

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Food And Beverage

Breakfast \$ _____/person

Lunch \$ _____/person

Dinner \$ _____/person

Coffee \$ _____/person

Service Charge _____% Tax _____%

Guarantees needed by _____ days Overset guarantee by _____%

Any special packages _____

Rate the Following: (1 Poor – 5 Excellent)

Presentation _1_ _2_ _3_ _4_ _5

Menu Selections _1_ _2_ _3_ _4_ _5

Menu Prices _1_ _2_ _3_ _4_ _5

Overall Rating _1_ _2_ _3_ _4_ _5

Lobby And Hallways

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

Noise level _1_ _2_ _3_ _4_ _5

Desk-staff appearance, uniforms, badges _1_ _2_ _3_ _4_ _5

Attentiveness _1_ _2_ _3_ _4_ _5

Bell-staff appearance, uniforms, badges _1_ _2_ _3_ _4_ _5

Elevator Condition _1_ _2_ _3_ _4_ _5

Elevator Cleanliness _1_ _2_ _3_ _4_ _5

Hallways adequately lit? _1_ _2_ _3_ _4_ _5

Are room numbers visible?

Are hallways clean and well maintained?

Are there vending machines/ice machines? _____ If so, where are they? _____

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

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Overall Rating

 1 2 3 4 5

Hotel Amenities Available

Business Center Yes No Hours _____

Health Club available? _____

Pool available _____ Indoor Outdoor

Tennis: Number of Courts _____ Surface(s) _____ Cost _____ Lighted _____

Golf: Championship Course? Cost _____ Executive Course? Cost _____

Cart Rental? _____ Cost _____

Spa Facilities/Services _____

How far in advance to I need to book treatments? _____

How many spa treatment rooms? _____ Cost _____

Coin-op laundry nearby Yes No

Concierge desk at hotel 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

Estimated Expenses

Sleeping Room Expenses \$ _____

Meeting Room Expenses \$ _____

Food & Beverage Expenses \$ _____

A/V & Other Equipment Expenses \$ _____

Total Estimated Expenses \$ _____

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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)

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

Churches/Synagogues Distance (Possible Ceremony locations?)

Security

Are fire exits clearly marked?

Are there sprinklers, smoke alarms, in every room?

Does the hotel have an emergency plan?

Hotel Management Contact Information

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

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Comments

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