

Site Selection Handbook



Compliments of

**Jamestown Civic Center/CVB
212 Third Avenue NE
Jamestown ND 58401**

Tel(701)252-8088 Fax(701)252-8089

www.JamestownCivicCenter.com

Director@JamestownCivicCenter.com

Hotel/Accommodations Site Visit Checklist

Hotel _____ Phone _____

Address _____ Fax # _____

City _____ Zip _____

Staff:

Sales Manager _____

Food and Beverage Manager _____

Reservations Manager _____

Registration:

Individual _____ List Required _____ Days In Advance _____

Location Of Registration Desk _____

Lobby:

Appearance: Excellent _____ Very Good _____ Fair _____ Poor _____

Bell Desk: Yes _____ No _____

Facilities For Luggage Storage _____

Comments _____

Front Desk:

Check-in Time _____ Check-out Time _____

Front Desk Attitude _____

Rooms Held Without Guarantee Until _____

Credit Cards Accepted _____

Elevators:

Number _____ Easily Accessible: Yes _____ No _____

Service: Excellent _____ Very Good _____ Fair _____ Poor _____

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Hotel/Accommodations Site Visit Checklist

Sleeping Rooms:

Number _____ King _____/\$_____ Queen _____/\$_____ Suites _____/\$_____

Double _____/\$_____ Double/Double _____/\$_____

Handicap Accessible # Rooms _____ Smoking _____ Non Smoking _____

Maximum # Committable Rooms _____

Comp Policy _____

Tax On Sleeping Rooms: (Sales) % _____ Bed Tax % _____ Total _____

Cut Off Date 4 _____ 3 _____ 2 _____ 1 _____ Weeks Prior

Appearance: Excellent _____ Very Good _____ Fair _____ Poor _____

Smoke Alarms _____ Sprinklers _____

Amenities _____

In-Room _____ Movies Cost _____

Modem On Phones: Yes _____ No _____

Room Service Available: Yes _____ No _____

Hours _____

Vending Machines: Yes _____ No _____ Soda _____ Ice _____

Suites:

Available _____ Comp Policy _____

Cost _____

Appearance: Excellent _____ Very Good _____ Fair _____ Poor _____



Meeting/Conference Site Visit Checklist

	Room	Set Up	Date	Hours	Ceiling Ht.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Meeting Room Floor Plans Available: Yes _____ No _____

Meeting Rooms Carpeted: Yes _____ No _____

Individual Controls In Each Room: Heat: Yes _____ No _____ Air: Yes _____ No _____

Lights: Yes _____ No _____ Sound: Yes _____ No _____ Obstructions: Yes _____ No _____

Appearance: Excellent _____ Very Good _____ Fair _____ Poor _____

Restroom Access _____

Telephone Access _____

Business Center: Yes _____ No _____ Hours _____

Exhibits:

Location _____ Size Of Booths (6x8) Or (8x10) Or (10x10) Or (Table Top)

Exhibit # _____ Hours _____

Food & Beverage:

Menus Provided: Yes _____ No _____ Service Charge: Yes _____ No _____ How Much _____

Guaranteed Prices (Until Date) Guarantee Policy _____

Tax % _____ Gratuity % _____



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Hotel Amenities Site Visit Checklist

Restaurants

Seating Capacity: _____

Are Meal Hours Flexible: Yes _____ No _____

Can Restaurants Be Used For Groups: Yes _____ No _____

Outdoor Meals: Yes _____ No _____

Location:

Surcharges _____

Lounges: _____

Hours: _____ Theme: _____

Entertainment: _____ Hours _____

Food In Lounge: _____ Capacity: _____

Coffee Breaks:

Indicate Usual Service: China _____ Foam _____ Other _____

Equipment/Audio/Visual:

Equipment Available: _____

Price List Provided: _____

Recreation:

Pools: Indoor _____ Outdoor _____ Heated _____

Other _____



Site Visit Checklist

Overflow Hotel Accommodations:

Hotel: _____ Phone: _____

Address: _____ Fax #: _____

Room Block Yes ____ No ____

Manager: _____

Overflow Hotel Accommodations:

Hotel: _____ Phone: _____

Address: _____ Fax #: _____

Room Block Yes ____ No ____

Manager: _____

Overflow Hotel Accommodations:

Hotel: _____ Phone: _____

Address: _____ Fax #: _____

Room Block Yes ____ No ____

Manager: _____

Overflow Hotel Accommodations:

Hotel: _____ Phone: _____

Address: _____ Fax #: _____

Room Block Yes ____ No ____

Manager: _____



Event Planning Timeline

Thank you for choosing Jamestown as your event destination! Below, you will find a general timeline that provides a checklist for your planning process. Every event is unique and will require adaptations and additions to the timeline.

Prior to One Year Out

- Contact the Jamestown Convention staff
- Site visits
- Select dates (Check local calendar of events to avoid conflicting dates and events.)
- Sign facility contract
- Determine conference hotels
- Develop conference budget
- Develop conference logo
- Establish Local Committee/contact
- Select theme/design logo
- Invite speakers
- Make travel arrangements
- Send "save the date" mailings to audience
- Determine entertainment needs
- Select caterer and menu
- Determine technical needs

3–5 Months

- Determine any public relation and media needs
- Send program brochure with registration materials
- Determine signs and banners needed
- Open online registration, if applicable

1–2 Months

- Arrange hospitality for staff and volunteers
- Remind registrants of travel/lodging deadlines
- Send out e-mail to all registered attendees with any updates, etc.
- Site visit: review room diagrams and technical specifications with facility
- Order information and novelty packets through Jamestown CVB.

12 Months

- Brainstorm program ideas
- Create agenda: business and social
- Determine registration price
- Obtain event insurance
- Determine exhibitor price

9–11 Months

- Solicit exhibitors and sponsors
- Determine program contents
- Determine and contact speakers
- Determine any off-site space needs
- Design and order printed materials
- Determine field trips needs
- Develop registration materials
- Contract with transportation for field trips

6–10 Months

- Recruit volunteers

Less Than One Month Out

- Prepare badges
- Stuff registration bags
- Finalize menus and guarantees
- Confirm agenda with all vendors
- Ship materials and confirm arrival with venue
- Confirm pickup of all rental equipment and supplies
- Arrange for return shipment of all materials