



**Wilco Workspaces
Site Inspection**

Wednesday June 22, 2023 2:00pm

INTRODUCTION

Selecting the perfect venue for your event is crucial to executing a successful event plan. When selecting venues ensure that you research several options and explore how each venue works best for your event setup and requirements.

To accomplish this, it is strongly recommended that you complete Site Inspection of your venue prior to booking. Pictures of an event space might not always accurately reflect if a space is able to accommodate your vision Site Inspection tour allow you to visit your venue in person, assess individual requirements and make notes that can later be relayed to your client or saved for your own information.

- What is the locations capacity?
- Is it handicap accessible?
- Are there enough washrooms on site for large groups?
- What does the parking look like? Steep hills, must walk a distance to get to venue? Valet? Cost of parking?
- Available space if inclement weather?
- Onsite assistance available if needed?

These are examples of some questions to ask during a Site Inspection.

Always complete Site Inspection in a formal and professional manner, do not rely on your memory. Carry this checklist and make detailed notes to ensure that nothing is missed in your review, and that you can refer to your notes if needed.

This package is designed to guide you through the Site Inspection tour process and includes:

- Pre-Site Inspection Checklist
- Detailed Site Assessment Form
- Common do's and do not's to completing a site tour
- 20 ways to ensure a successful site tour

Never underestimate the importance of a Site Visit/Inspection!

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Site Inspection Checklist

Below is a checklist to use before you depart, to help you become prepared and fully armed with all the necessary tools to conduct a professional and accurate visit. Make sure to ask additional questions as you complete the site.

DESTINATION

Before going on a site inspection do your homework on the destination and the property. Research the venue, the area, access their websites, enter their virtual tours, ask for videos, DVD's and CD's if they have them.

Discuss your requirements internally within your organization before you leave. Find out what events are being planned, what information is required from your team, if you might consider reusing this venue for the same purpose next year or some additional future events.

Jot down questions as you think of them in advance of the trip.

Make a note of access routes to the destination by road, air, rail and bus. Determine which are easier. Find out if there are special coaches/taxi or rideshare runs to/from the airport.

Decide the purpose of the venue:

- Conference/Convention Center
- Civic Center
- Function Center
- Theatre
- Hotel

Bring business cards to give to venues (to send you information and networking with other visitors) on the trip. Make sure you have all the necessary tools to record everything you see. This includes:

- This document
- Writing Utensil
- Camera
- Video Camera

Tell your host what you are most interested in seeing - meeting space, sleeping rooms, suites, or other areas. Also tell your host what you do **NOT** need to see, such as the health club, business Center or restaurants.

Create a checklist for each property that you can reference back at the office.

During your Visit

It is sometimes difficult to draw the line between collecting as much information as possible on all the venues you have seen, against relying solely on memory and notes taken or dictated. The rule of thumb is that the more information you have, the less chance there is of wrong decisions being taken based on poor or unreliable intelligence or having to make a return trip to collect the information.

However, the key is to ensure that you only have the pertinent material to help you base your decision on the chosen destination.

CHECKLIST	✓
Destination guidebook - usually produced by the Convention	
Brochures/Conference Guides from Individual venues	
Ask if they have a meeting planner guides and checklists	✓
Ask if they have their own Site Inspection checklist	
Local hotel and restaurant guides	
Website addresses	https://www.wilcoworkspacescedarpark.com/home/
Maps of the surrounding areas	
Nearest transportation hubs (coach, taxi, bus, train, airplane, rideshare, etc.) and any schedules for these modes of	
Locally published newspapers - to help you get a feel of the destination in terms of development, crime, transportation etc.	
Local attractions surrounding the event	
Local tours of the area - obtain information from the local Tour Companies	
Locate shopping areas. This may be for delegates and partners during free time at the conference and for yourself.	
Locate entertainment areas such as shows, exhibitions, concerts, theatre, cinema, museums etc.	

Site Assessment Form

Venue:	Wilco Workspaces + Events 1615 Scottsdales Dr #200A Cedar Park, TX 78641 (737) 279-0350
Type of Visit:	Layout of facilities Setup of venue
Brief Description:	
Closest intersection(s):	183A & New Hope
Website:	https://www.facebook.com/wilcoworkspaces/ https://www.wilcoworkspacescedarpark.com/
Miscellaneous Information:	
Sanitation:	
Face Mask:	
What is the main objective for the site inspection?	Determine location of required items for the day of event (bathrooms, hand sanitizer, speaker rooms, registration, green room), the layout of the venue.

Key contact names and numbers

Before and during the visit, create your list of contact names.

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Zac Tinney	Director of Community	210.288.1385	zac@wilcoworkspaces.com
Tanner Radke	Sales Coordinator	512.779.1504	tanner@wilcoworkspaces.com

Location and Transportation	
Location from public transportation	N/A
Distance from the nearest airport	Lago Vista TX – Rusty Allen Airport (15.3 mi) 9201 Bar K Ranch Rd, Lago Vista, TX 78645 512.940.4398 https://northlaketravischamber.org/airport Georgetown Municipal Airport (17 mi) 500 Terminal Dr, Georgetown, TX 78628 512.930.366 https://airport.georgetown.org
Adequate transportation	N/A
Enough onsite parking spaces	Yes, approximately 40 near building
Construction in area	On Scottsdale Rd
Closest hotel	WoodSpring Suites Cedar Park – Austin North 5210 183A, Leander, TX 78641 http://woodspring.com 512.524.3375 Hyatt Place Austin/Cedar Park 1315 E New Hope Dr, Leander, TX 78641 Hyatt.com 512.337.3001 Holiday Inn Express & Suites – Cedar Park 1605 E Whitestone Blvd, Cedar Park, TX 78613 512.259.8200

Additional Comments	Event: Nov. 13, 2022 @ 5pm
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Venue and Conference Facilities	
Appearance of venue?	Clean
Located in “safe” area?	Yes
Attractiveness and spaciousness of lobby?	See Lobby Pics
Restrooms?	Out of hallway doors on left
Smoke Detectors/Alarm?	N/A
Registration area available Table, chairs, outlets?	Yes
Number of meeting rooms?	Unknown
Size of room (Large, medium, small)?	Venue - XL room; Green Room – Medium
Handicap accessible?	Ramp for chairs
Individual temperature controlled? Fans?	Yes, but behind glass
Adequate lightning? Individually controlled?	Yes
Stage present? Size?	Yes
Location of elevators? Capacity?	No
Security provided?	No
Outlets (#, location, etc)?	Venue – 2 on wall with hallway; Audio Booth – lots of extension cords
Additional Comments	

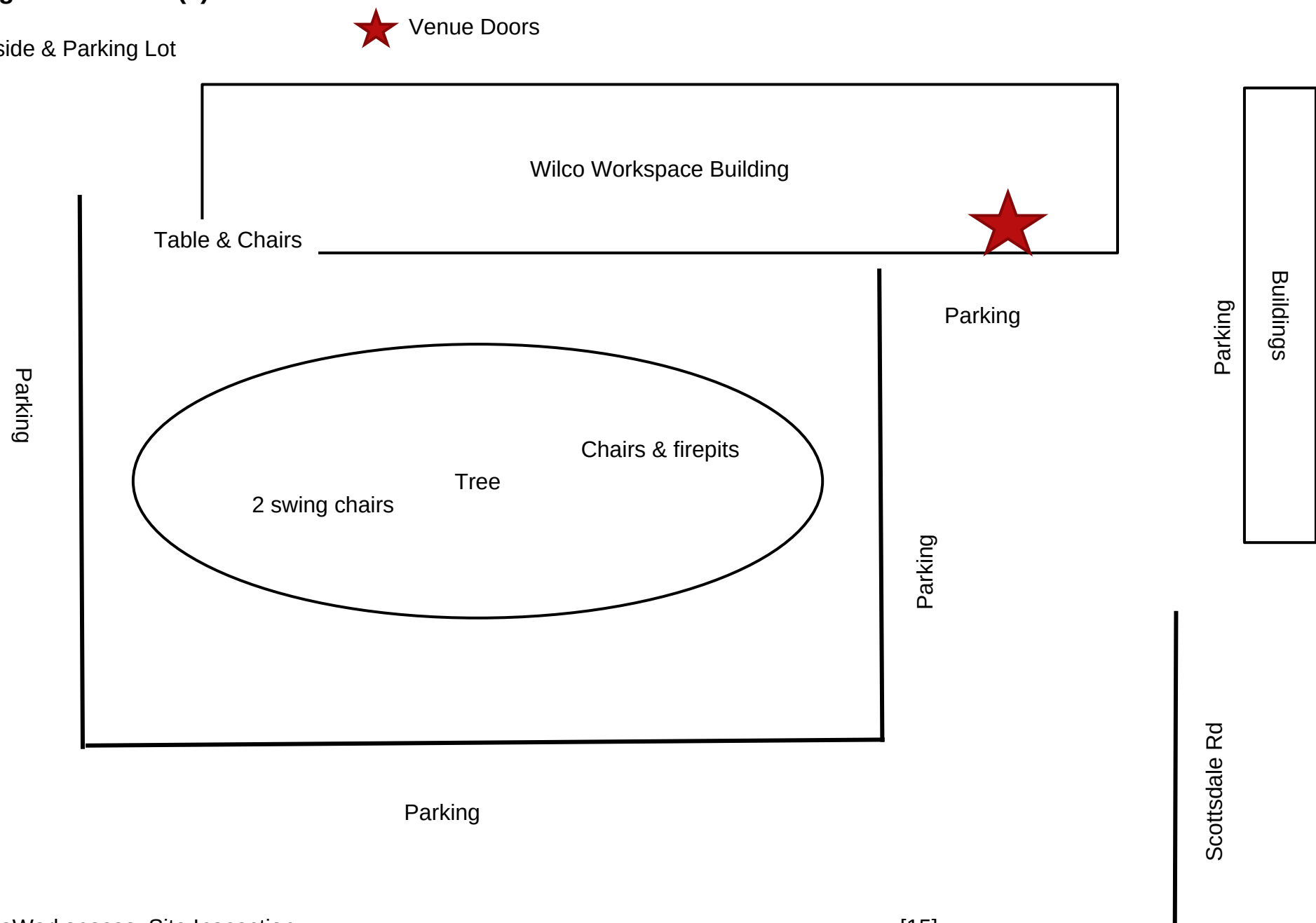
Audiovisual Request	
Onsite support	Yes
Computer	Yes
Wireless microphones	Yes
Wired for sound	Yes
Sound/Projector booth	Yes, near lobby door
Whiteboard/Markers	Yes
Screen	Yes
Overhead Projector	Yes
Laser Pointer	Unknown
Backup parts	Unknown
USB/HDMI ports	Yes
Internet Access	Yes
Wi-fi Password	
Additional Comments	Small booth near Lobby door Hourly Charge for Tech Help They setup per our specifications Sound Check Day of Event

Health and Safety	
Site personnel safety conscious	Unknown
Updated Smoke detector/sprinkler system	Unknown
Evacuation procedure posted and clearly marked	Unknown
Location of nearest First Aid/AED	Unknown
Location of hand sanitizer	Unknown
Location of nearest hospital	Family Emergency Room – Cedar Park 3620 E Whitestone Blvd, Cedar Park, TX 78613 https://familyhospitalsystems.com/ 512.260.2732
Additional Comments	

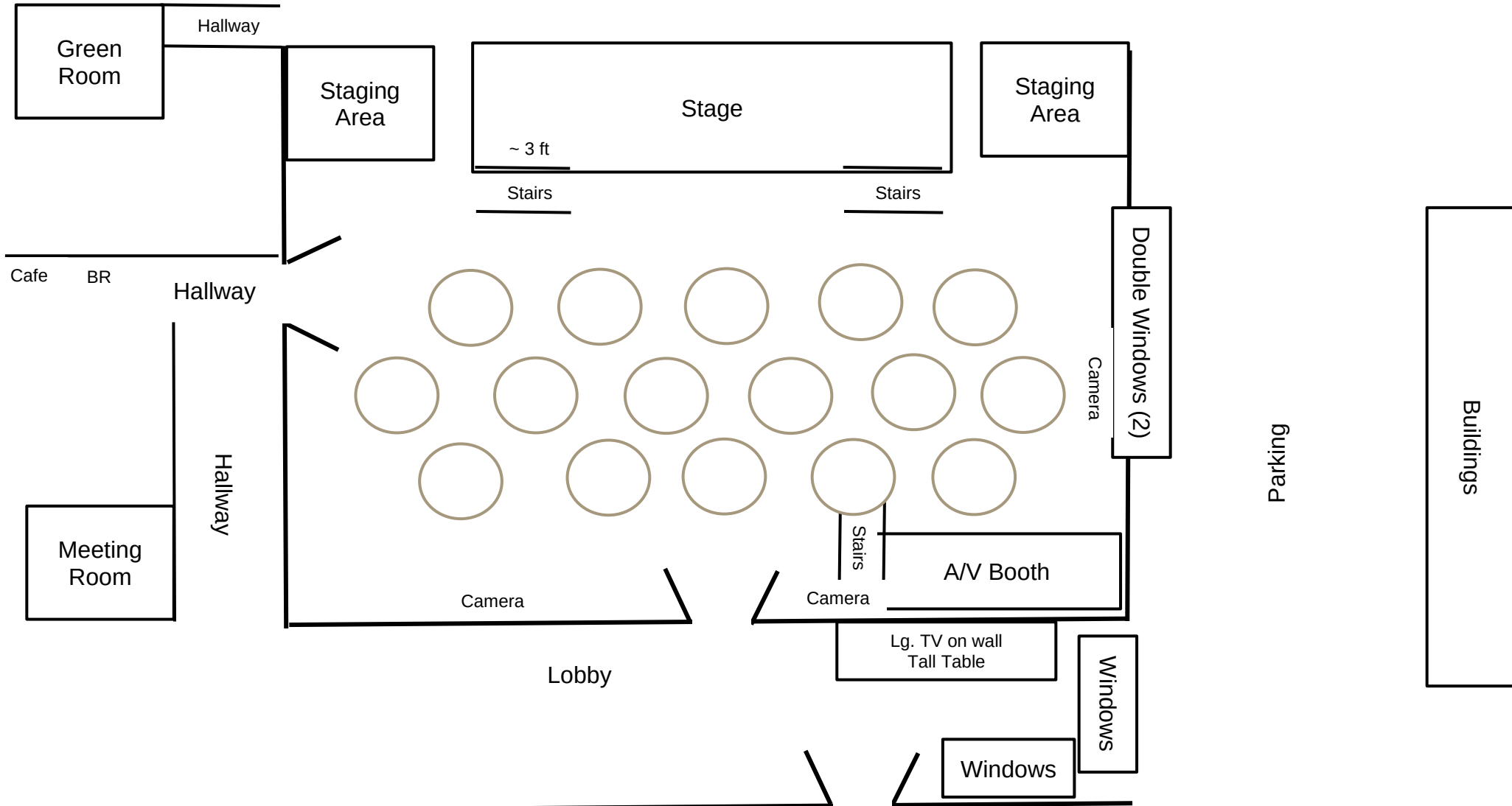
Other Services/Information	
ATM location	Unknown
Food/Café/Coffee	Has own café; need to determine if can bring in own
Cancellation Policy	
Insurance Requirements	N/A
Smoking Location	Outside of building
Xeroxing Machine/Fax Machine	N/A
Printer	N/A
Contract	Talk with Tanner
Additional Comments	

Diagram of venue(s)

Outside & Parking Lot



Venue & Lobby ~ 864 ft²



A/V Booth: 2 chairs, ext. cords, door @ top of stairs

Venue: ~ 16 round tables (8 ppl/table), 4 cameras on the wall, 14 long lights, 25 round lights, 2 – 3 garbage cans

Lobby: Couch, tables, Sofa, medium/long table, 2 garbage cans

Parking

Hints and Tips

Below are some general guidelines to help you have an enjoyable and successful visit to the destination.

DO	DON'T
▪ Present and maintain a professional attitude ▪ Take time to gather all facts beforehand ▪ Meet with the key venue personnel who have the authority to make decisions ▪ Define the purpose and objectives of your visit ▪ Research the destination ▪ Network with fellow conference buyers ▪ Obtain referrals from other companies ▪ Ensure you have authority to make a decision or recommend ▪ Be gracious ▪ Ask lots of questions ▪ Note distractions - they may be the same for your delegates! ▪ Verify all legal issues ▪ Know your budget	▪ Attend just for the free food and accommodation ▪ Sacrifice quality for cost ▪ Make unreasonable demands ▪ Be apprehensive about negotiating for everything required ▪ Be inconsiderate of your host's profit margin and business needs ▪ Promise what cannot be delivered ▪ Lie or misrepresent ▪ Jump at the first offer ▪ Be intimidated ▪ Go on this trip if you have no plans or strategies

20 ways to help ensure a successful site inspection (complete)

Item	Tip	✓
1	Consider arriving unannounced the night before your first day's visit.	
2	Upon arrival, look at the helpfulness of the staff, adequate staffing at the front desk and the bell station, and the cleanliness of the lobby.	
3	Try accessing the conference arenas and seminar rooms unannounced and see if you are challenged	
4	When inspecting your room, check it is clean, with a fresh odor?	
5	Are there stains on carpets or on furniture?	
6	Consider the noise level in the room.	
7	Request something from housekeeping and room service and observe the response	
8	Try and imagine how your delegates would feel after travelling maybe a long way to get here	
9	Even if you can't spend a night in every hotel or eat in all the restaurants, try and see the level of service offered to patrons	
10	When inspecting meeting rooms, compare capacities with the floor plans provided	
11	Sit in meeting room chairs to test their comfort	
12	View projection screens from the furthest seats, if possible	
13	Without assistance, see if you can find the light controls	
14	Test the soundproofing, especially in rooms with movable walls	
15	Try and visit a room where there is an event in the adjoining area	
16	Learn about major construction that may take place at the time of your meeting	

17	Visit the site when another meeting is in progress and see firsthand how the facility handles a convention	
18	Plan to visit at the same time of year that your meeting will be held so you can evaluate factors such as the weather and the ability of the facility to handle hot days or cold nights	
19	Make sure you have an alternative contact name at the Venue or Hotel in the event of personnel moving on, you need to ensure that there is continuity	
20	If possible, try and find out what other companies are using the hotel/venue at the same time as you. They may be a competitor or pose a conflict of interest	