

Site Planning Worksheet

This worksheet is designed to help you think through and compare potential sites for your workshop or conference.

1. Site:

2. Date(s)/ Times (avoid competition with NIRSA events, other state/provincial and regional events in your area, and holidays):

3. Facility Considerations:
 - A. Hotel(s) and/or meeting facilities:

 - B. Meeting/Social Rooms Available (consider cost, number, size, and layout of rooms, food service, AV service, location, etc.):

 - C. Exhibit Space Available (review the NIRSA policy on corporate sponsorships for regional and state/provincial conferences and workshops prior to your initial contact with potential exhibitors and/or sponsors):

 - D. Guest Room Rates (single, double, triple, quad and suite rates):

 - E. Number of Guest Rooms Available (include cut-off date for holding block):

4. Recreation Facilities/Opportunities (hotel services and area recreational opportunities):

5. Eating, Entertainment, and Accommodation Information

6. Transportation
 - A. Airlines servicing the area and shuttle services:

 - B. Ground Transportation Services (type of services, cost, hours):