

# Hotel Site Visit Checklist

Use this checklist to conduct site visits of hotels and other venues to help identify the right location for your event. Find the digital version of this form and more at [fulcrumapp.com/checklists](https://fulcrumapp.com/checklists).

---

## General information

Venue name \_\_\_\_\_

Address Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Venue type \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone/email \_\_\_\_\_

---

## Site specifics

- ▶ **AAA rating** SingleChoice
- approved  5-diamond
- 3-diamond  N/A
- 4-diamond

- ▶ **Is venue ADA compliant?**
- Yes  No  N/A

- ▶ **Is construction planned?**
- Yes  No  N/A

- ▶ **Construction dates/timeline**
- \_\_\_\_\_

▶ **Location (1-bad – 5-excellent)** SingleChoice  
 1       2       3       4       5

▶ **Venue aesthetics (1-bad – 5-excellent)** SingleChoice  
 1       2       3       4       5

▶ **Is the bed at appropriate height? (Not too high or too low?)**  
 Yes       No       N/A

▶ **Do electrical cords present a hazard?**  
 Yes       No       N/A

Notes \_\_\_\_\_  
\_\_\_\_\_

---

## Venue logistics

▶ **Nearest airport and distance from venue**  
\_\_\_\_\_

▶ **Nearest hotel and distance from venue (if venue is not a hotel)**  
\_\_\_\_\_

▶ **Valet parking?**  
 Yes       No       N/A

▶ **Is complimentary transportation available?**  
 Yes       No       N/A

▶ **Approximate taxi fare to nearest hotel and airport**  
\_\_\_\_\_

- ▶ **Food and beverages available** MultipleChoice
  - Coffee  Lunch
  - Cocktails  Dinner
  - Continental breakfast  Vending machines
  - Full breakfast  None
  
- ▶ **Proximity to restaurants, shops, etc?** SingleChoice
  - Excellent  Fair
  - Good  Poor
  
- ▶ **Audio & visual equipment available** SingleChoice
  - None  For rent
  - Provided  NA

Notes \_\_\_\_\_

\_\_\_\_\_

## Hotel rooms

- ▶ **Total number of rooms**

\_\_\_\_\_
  
- ▶ **Total number of suites**

\_\_\_\_\_
  
- ▶ **Room decor (Rate 1-5)** SingleChoice
  - 1  2  3  4  5
  
- ▶ **Room size (Rate 1-5)** SingleChoice
  - 1  2  3  4  5
  
- ▶ **Workspace available inside rooms?**
  - Yes  No  N/A

---

## Certification

▶ Hotel score (1- low to 5 - high) SingleChoice

 1 2 3 4 5

Completed by

Please print

---

Signature

---

Date

---

 / /

Time

---

 : AM / PM

Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at [fulcrumapp.com/checklists](https://fulcrumapp.com/checklists)