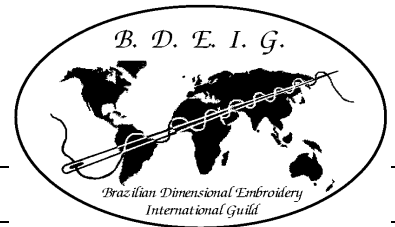


B.D.E.I.G. SEMINAR LOCATIONS CHECKLIST



Name of Facility: _____

Address: _____

Contact Person: _____

Phone: _____

FAX: _____

Facility Recommended By: _____

<u>General</u>			
<u>Criteria</u>	Yes	No	Explanation
Available in June for at least a week (Saturday through Saturday)			
Close to major airport: within 1 hour or 50 miles			
Taxi/Shuttle service available?			
Handicapped Access:			
To all facilities?			
Elevators to upper floors?			
Are scooters permissible?			
Maximum # of attendees that can be accommodated?			
Minimum # of attendees that can be accommodated?			
How much a deposit is required and when is it due?			
May we have a blank/generic copy of the facilities contract?			
Does the facility require our organization provide liability insurance coverage for seminar? Is extra insurance required for minors in attendance?			
Does the facility have a policy regarding minors?			
Are service dogs allowed? Does the facility allow comfort pets? What is the policy for comfort pets?			
Can attendee/s be reached in case of emergency? Day and night?			
Are staff members available to handle minor maintenance problems? 24/7			
May we use our own PA system for announcements at meals and our annual meeting?			
Can some attendees arrive a day early for the same per night price?			
Are meals available for early arrivals?			
Is parking available? If so, what is the name of the parking area? Is it patrolled by security?			

Is a parking permit required? What is the cost?			
How far is the parking area from the dorms?			
Is there a room for our general meeting?			
Is there a mail service available for shipping packages? Can members ship packages to themselves at the facility?			
How many guild members live within a 100 mile radius of the suggested venue?			

Classrooms	
Cost per classroom?	
Can number of classrooms vary day by day?	
Is there a half day rate?	
How many attendees are needed before classrooms are free?	
Tables and chairs-cost for each?	
White board, chalk board-available? Cost?	
Are classrooms air conditioned?	
Can we lower the number of classrooms needed after deposit?	
If this number can be changed, what is the deadline?	
Lodging	
Name of lodging hall(s)	
Handicapped Access to Dorm rooms (scooter friendly)?	
Elevators to upper floors?	
Number of beds available?	
Total number of rooms available?	
If one person stays in a room for two, are we charged per bed or per room?	
Number of single rooms available?	
Number of double rooms available?	
Triple or Quad rooms available?	
Size of beds?	
Can attendees stay in lodging for part of the week? (e.g. late arrivals?)	
Minimum number of nights for lodging?	
Are dorms air conditioned?	
Are linens provided?	
Are towels provided?	
If linen or towels are not provided is there a vendor recommendation? What is that cost?	
Furniture in dorm room?	
Is there a washbasin in the room?	

Is wifi available in the dorm rooms?	
If available, is there a cost for wifi?	
Is there a central lounge available for evening or night time socializing/stitching?	
Night time security?	
Building and room access	
Cost of lost key/card	
Are bathrooms in room or a shared facility?	
If shared, how many toilet stalls?	
If shared, how many basins?	
If shared, how often are they cleaned and replenished? What is the timing of this? Do we have input on the timing?	
If bathrooms are shared, is there privacy for dressing/undressing to shower?	
May we hang door signs?	
May we hang decorations?	
<u>Dining</u>	
Name of dining hall	
Who is the catering company?	
Dining room capacity?	
Will we be dining with other groups/students?	
May we make announcements during meals?	
Are meal times negotiable?	
Cost per person/per day for all meals?	
Cost per person/per day for breakfast only?	
Cost per person/per day for lunch only?	
Cost per person/per day for dinner only?	
Most caterers add a % to the number of diners. What percentage is added?	
How is the number of diners determined?	
Can we have a special food event, such as an ice cream social following our annual meeting?	
What is the cost per person?	
Can you accommodate special diets for Allergies, vegetarian?	
May we see sample menus for groups?	
Can individual meals be ordered or is it required to order all meals (e.g. no dinner on Tuesday or at seminar for 3 days)?	
Do we have input on meals?	
<u>Merchant Mall</u>	
Name of building for merchant mall	
Available in the evenings?	
Merchant room capacity (square feet of space)	
Are there tables and chairs for display?	
If there are tables and chairs, what is the cost?	
Is location of merchant rooms adjacent to	

loading area?	
Can merchant room be locked? How many keys are available?	
Is extra lighting available for merchant rooms?	
Are electrical outlets available for merchant rooms?	
Is wifi available for merchant rooms?	
Is the cost for this space included in the estimate?	
Can merchants use their Square for charges?	
Show and Share	
Name of show and share building	
Available in the evenings?	
Show and Share room capacity (square foot)?	
Tables for display? Cost?	
Extra lighting available?	
Can the room be locked?	
May we invite the public to an open house for Show & Share?	
May we hang signs?	