



## WACAC SPRING CONFERENCE SITE PLANNING QUESTIONNAIRE

Facility Name:  
Facility Location:  
Contact Name:  
Phone #:  
FAX #:  
E-Mail:

### **SPECIFICATIONS:**

- A 3-day event, sponsored by the Western Association for College Admission Counseling, to be held in late May / early June, 2011
- Total attendance anticipated: 600 - 700
- Require 12-15 breakout rooms
- Required 300-400 combination of hotel/campus rooms available

### **FACILITY SIZE:**

1. Is your facility able to accommodate at least 600-700 in attendance?
2. What is the capacity of the largest room for a group session/lecture?
3. We will need at least 12-15 breakout rooms. Do you have separate breakout rooms available for workshops? If so, how many? What are the room capacities of those breakout rooms?
4. Are the breakout rooms ~~sm~~ smart classrooms+or have AV capability?
5. We will require a vendor area that can accommodate 40-50 tables. Do you have such a space?
6. Do you have an adequate area for conference registration?



### **CATERING:**

1. Do you have one room that can accommodate 425-500 for a sit-down meal?
2. Is it possible to have continental breakfast buffets in some areas?
3. Do you have caterers on site, or must a contract be made with an outside vendor?
4. If we use an outside vendor, do you have a list of approved caterers or those that you recommend in your area?
5. Is there a place where people can purchase concessionaire style snack foods and soft drinks?

### **AUDIO VISUAL:**

1. Is there a stage in the largest lecture hall?
2. Can PowerPoint presentations be accommodated?
3. Can you provide overhead projectors and screens?
4. Is Internet access available? If so, to what extent?
5. Do you provide podiums, microphones, and sound systems in each of the lecture/breakout rooms?
6. Do you have a technical support staff or must we contract an independent vendor?



7. If we must contract an independent vendor, do you have a list of required or recommended vendors?

**PARKING / TRASPORTATION:**

1. How close are you to the nearest airport?
2. Is shuttle service available from the airport to hotels?
3. Is shuttle service available from nearby hotels to the campus?
4. Are taxis available?
5. What is the parking situation? Is there a fee to park?
6. Is there access to easy for loading / unloading materials?

**SET UP / TAKE DOWN / TABLES & CHAIRS / CUSTODIAL:**

Do you provide all tables and chairs or do we need to seek them from a vendor?

1. Do you provide set-up, takedown and clean up?
2. Does your custodial staff ensure that the rooms are clean and do they regularly clean the restroom areas?
3. Do you have restroom facilities that can accommodate the disabled near lecture halls and breakout rooms?
4. Do you have sign standards or easy ways to accommodate signs?



5. What type of security is available? Can rooms be locked to store audiovisual equipment, vendor supplies, etc.?

### **ACCOMIDATIONS:**

1. Is campus housing available?
2. How many rooms are available at your facility?
3. How many people can be accommodated?
4. What is the per-night charge for campus rooms?
5. What is the variety of single/double/other size units on your campus?
6. Is there an additional linen charge?
7. Are campus accommodations air-conditioned?
8. Are there other nearby hotels in the area? If so, how far, names of those hotels?

### **COSTS / RESEVATIONS:**

Estimates for:

- Facility Rental
- Audio Visual -



- Catering
- Parking
  
- Rental (tables, chairs, etc.)
  
- Room rates including linen charges
  
- What is the payment policy?
- What is the cancellation policy?
  
- Insurance?

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Your campus is being considered for the 2011 WACAC Spring Conference. If not selected for 2011, would you be willing to consider a conference 2012-2013?

If your campus is strongly considered for the 2011 site, you will be contacted by members of the WACAC Executive Board regarding a site visit.

THANK YOU!

**Please return to:**

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