



# Military Reunion Hotel Site Inspection Form

Overall Grade

Inspection Date/Time: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ (or staple business card)

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Direct Phone: \_\_\_\_\_ Hotel Phone: \_\_\_\_\_

Reservations Phone: \_\_\_\_\_ Web site: \_\_\_\_\_

Built: \_\_\_\_\_ Last Major Renovation: \_\_\_\_\_ Next Renovation: \_\_\_\_\_

Public Hotel Rates over Reunion Dates: \_\_\_\_\_ Proposed Reunion Room Rate: \_\_\_\_\_

Inclusions (breakfast, parking, welcome reception etc): \_\_\_\_\_

Total Room Tax: \_\_\_\_\_ (Sales Tax: \_\_\_ Lodging Tax: \_\_\_ Other Taxes/Fees: \_\_\_)

## **Room Inventory:**

Total Rooms: \_\_\_\_\_

Kings: \_\_\_ Queens: \_\_\_ Double: \_\_\_ Two Bed: Type: \_\_\_/#\_\_\_ Two Bed: Type: \_\_\_/#\_\_\_

ADA: Type: \_\_\_\_\_ / # \_\_\_\_\_ ADA: Type: \_\_\_\_\_ / # \_\_\_\_\_

## **Guestroom/Bathroom Amenities:**

|                          |                            |                                |
|--------------------------|----------------------------|--------------------------------|
| Refrigerator/Coffeemaker | Bedside Plug in (for CPAP) | Hair Dryer                     |
| Alarm Clock              | Extra Pillows/Blankets     | Glass/Plasticware              |
| Iron/Board               | Storage Drawers            | Ample counterspace in Bathroom |
| Microwave                | Evacuation Route Displayed | Toiletries                     |
| Safe (can fit a laptop)  | Security Locks             | Ample towels (for two people)  |
| Blackout Drapes          | Sprinkler/Smoke Detector   | Tub/Shower                     |
| Windows that open        | Ice Bucket                 | Makeup Mirror                  |
| USB/Charging Stations #  | (add item here)            | (add item here)                |

**General Impressions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Hotel:**

|  |  |
|--|--|
| Complimentary WIFI   | On-site Audio Visual   |
| On-site parking Free/Cost (Daily Rate: In/Out)                         | On-site Catering   |
| On-site Restaurant (Hours/Meals:                                       | Space at Hotel for Motor Coach Load/Unload                                 |
| Hotel Shuttle to Airport Free/Cost Hours<br>Scheduled or On Demand     | Last Emergency Training ____<br>(Fire, Weather, Active Shooter, Terrorist) |
| Hotel Local Area Shuttle Free/Cost Hours<br># of Vans Seating Capacity | Abbreviated Emergency Plan available to Reunion Planner                    |
| Lobby Size (Large enough to have my attendees gather)                  | Security Staff/Patrols (on-site or drive by/ Hours: _____)                 |
| Fitness Room (Hours:   | AED/Staff Trained in CPR   |
| Pool Indoor/Outdoor: (Hours:   | Ice Machines available throughout hotel                                    |
| Business Center  | Gift Shop/Snack Shop   |
| Room Service Available Hours:  | Well Lit Parking Lot   |
| On Site Laundry Hours/Cost:  | (add item here)  |
| Exterior Hotel Access by Room Key Only                                 | (add item here)  |

**General Impressions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Hotel Location:**

|  |                                  |
|--|----------------------------------|
| Airport Name: Distance to Hotel:<br>Major Carriers:                                      | Attractions of Interest:         |
| Transportation/Costs from Airport:<br>Taxi:<br>Uber/Lyft:<br>Will Hotel Reimburse Costs? |                                  |
| Area Hospital Name /Distance:  | Overflow Hotel Options/Distance: |
| Pharmacy Nearby:   | (add item here)                  |
| Reunion Friendly Restaurants Nearby:   | (add item here)                  |
| Churches Nearby:   | (add item here)                  |

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reunion Hospitality Space:**

|  |  |  |
|--|--|--|
| Ample Size for My Reunion                          |  | Ice/Refresh included                   |
| 24-hour access                                     |  | Food/Beverage/Alcohol Policy:          |
| Lockable/Key Provided to Reunion Planner           |  | Storage/Load in/Load Out               |
| Tables/Chairs/Linen Included? Round_Rectangle __   |  | Suggested Room Name                    |
| American Flag Included/Extra stand for Branch Flag |  | Fees Associated with Hospitality Space |
| Restroom Nearby                                    |  | (add item here)                        |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reunion Banquet Space:**

|   |  |  |
|---|--|--|
| Ample Size for Reunion Needs              |  | Adequate Lighting/No Sound from adjacent rooms           |
| Access prior to Banquet                   |  | Pillars/View Obstructions Yes/No                         |
| Lockable/Keys provided to Reunion Planner |  | Meeting Layout and Set up Grid Provided (attach to form) |
| Tables/Chairs/Linen Included              |  | Room Name  |
| American Flag Included                    |  | Fees Associated with Banquet Space                       |
| Restrooms Nearby                          |  | (add item here)  |

**General Impressions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Banquet Food and Beverage:** (attach current menu to this form)

|  |
|--|
| Military Reunion Menu Package/Special Menu Pricing available:                |
| Inclusive Pricing Available  |
| Food and Beverage Minimums   |
| Ability to order off Banquet Lunch Menu/pricing for a dinner?                |
| Alcohol: (Bar policy, cost, minimums, servers etc.)                          |
| _____ Gratuity % _____ F&B Tax % _____ Service Fee % _____ Other Fee % _____ |
| (add item here)  |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hotel/Event Policy Review:**

|   |                       |
|---|-----------------------|
| Complimentary Room Policy: 1 comp per ____ utilized                     | Rooms or Room Nights? |
| Attrition Policy/Contract Language:                                     |                       |
| Reservations Process: (phone #, reservation link, email)                |                       |
| Pre/Post Reunion Reservation Policy:                                    |                       |
| Alcohol Policy:   |                       |
| Pet Policy:   |                       |
| Cancellation Policy/Fees:   |                       |
| Online booking rate never lower than reunion group rate over same dates |                       |
| Room Discount End when Block is filled                                  |                       |
| (add item here)   |                       |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information/Handouts Provided:**

|                                |
|--------------------------------|
| Hotel Proposal                 |
| Sample Hotel Contract          |
| Meeting Space Layout/Schematic |
| Banquet Menus                  |
| Audio Visual Pricelist         |
| (add item here)                |
| (add item here)                |

**Military Reunion Planners should bring a copy of their reunion RFP, hotel proposals, a camera, and the MRN Reunion Planning Notebook. It is suggested to have a second person participate with you.**

Site Inspections typically take a minimum of two hours if the property is in serious consideration. It is recommended that after a walk-through of the hotel, the Reunion Planner and hotel representative sit down for an interview/conversation related to many of the points listed on this form.