



AMERICAN ROSE SOCIETY CONVENTION HOTEL SITE ASSESSMENT

SOCIETY (IES) _____

CONVENTION DATES _____

Hotel: _____

Address: _____

Phone: _____ Email: _____

General Manager: _____

Sales Director: _____

Catering/Banquet Manager: _____

No. of Standard Rooms: _____ King Rooms: _____ Queen Rooms: _____

No. of 2-Room Suites: _____ Other Suites: _____

Comp 2-Room Suites: _____ YES _____ NO Comp Room Formula: One per _____

Room Rates, by type of room: Standard _____ King _____ Queen _____

Other Hotel fees: (resort, parking etc) _____

Airport Shuttle Service: _____ YES _____ NO Cost: \$ _____

Attrition Fees/Requirements: _____

Special Amenities/Comments: _____

Check-In Time: _____ Check-Out Time: _____

Rose Show Rooms: _____ Sq. Ft. Prep Area _____ Sq. Ft. Water available? _____ YES _____ NO

Number of skirted (in same color) tables available for show: Rectangular _____ Round _____

Number available tables, without skirts, for grooming: _____ Risers for Challenge Classes _____ YES _____ NO

Lighting _____ Air Conditioning 66 degrees _____

Wall space (mirrors, wallpaper patterns, doorways) (Diagram/Floor Plan) _____

Cold Storage for Exhibitor Roses _____ YES _____ NO Location _____

Refrigerated Room Size _____ Location in relation to Rose Show _____

Show Area Comments: _____

Meeting Rooms: Number of rooms available _____ Sq. Ft. per meeting room: _____

Number of tables available per meeting room _____

Audio Visual Equipment: _____

Society Able to Utilize Own Equipment _____ YES _____ NO

Audio Visual Charges: _____

Opening Reception: Hotel Hosted? _____ YES _____ NO

Location: _____

Possible Themes: _____

Fees: _____

Menu: _____

Comments: _____

Vendor Area Location: _____

Sq feet available _____ # of tables _____

Vendor Area: Comments: _____

Banquet Area: Room Size: _____ Location: _____

Table Rounds Available: _____ Skirting Available: _____ YES _____ NO

Head Table Availability: _____ Risers: _____ YES _____ NO

Menu and Prices: _____

Food Service Hours: _____

Restaurant Comments/Hours: _____

Bar Comments/Hours: _____

Additional Comments/Questions: _____