

Hotel Site Profile Full

Comprehensive APEX site profile for a hotel — six-section layout covering identity, guest services, space and F&B, transportation, A/V, and labor.

2026 EDITION • ALIGNED TO CMP INTERNATIONAL STANDARDS

CONTENTS

Section I • General Information	<i>Identity, ratings, transport, business services, safety, cybersecurity</i>
Section II • Guest Services	<i>Guest rooms, recreation, accessibility</i>
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Section IV • Transportation & Parking	<i>Parking, EV chargers, dock, freight, shuttles</i>
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Original Final Report of the APEX Site Profiles Panel approved June 2007 • 2026 Edition modernized for sustainability, accessibility, cybersecurity, and AI-enabled service capability.

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GENERAL INFORMATION

STRATEGIC PLANNING

Establish the hotel identity, location, ratings, transportation access, business-services posture, safety, and (NEW 2026) cybersecurity protocol.

PROFILE DETAILS

DATE PROFILE LAST UPDATED

PROFILE LAST UPDATED BY

FIRST NAME / INITIAL

MIDDLE NAME / INITIAL

SURNAME

JOB TITLE

EMPLOYER

FACILITY DETAILS

FACILITY NAME

MAILING ADDRESS

CITY

STATE / PROVINCE

ZIP / POSTAL CODE

COUNTRY

TELEPHONE (WITH COUNTRY & AREA CODES)

SALES OFFICE TELEPHONE

FAX (WITH COUNTRY & AREA CODES)

WEB SITE

CURRENT SERVICE & QUALITY RATINGS

☐ AAA · 2-diamond

☐ AAA · 4-diamond

☐ Mobil · 1-star

☐ Mobil · 3-star

☐ Mobil · 5-star

☐ Zagat Service Rating:

☐ Zagat Public Space:

☐ AAA · 3-diamond

☐ AAA · 5-diamond

☐ Mobil · 2-star

☐ Mobil · 4-star

☐ Zagat Rooms Rating:

☐ Zagat Dining Rating:

☐ Other:

TRANSPORTATION DETAILS

NEAREST AIRPORT

DISTANCE FROM FACILITY (MILES & KM)

AIRPORT CODE

AVERAGE TAXI FARE TO FACILITY (\$)

Indicate currency type

Repeat this information up to two (2) times for additional airports.

ADDITIONAL AIRPORT 2 — NAME & CODE

ADDITIONAL AIRPORT 3 — NAME & CODE

DISTANCE & AVG TAXI FARE

DISTANCE & AVG TAXI FARE

DRIVING DIRECTIONS

DRIVING DIRECTIONS

☐ Available On-Line ☐ Not Available On-Line

THE FACILITY IS ACCESSIBLE BY (WITH AVERAGE TAXI FARE PER MODE)

MODE	AVAILABLE?	AVERAGE TAXI FARE
Train	☐ Yes ☐ No	\$ ____
Bus	☐ Yes ☐ No	\$ ____
Shuttle	☐ Yes ☐ No	\$ ____
Subway	☐ Yes ☐ No	\$ ____
Ride-share (2026)	☐ Yes ☐ No	\$ ____
Other:	☐ Yes ☐ No	\$ ____

THE CITY CENTER IS ACCESSIBLE FROM THE FACILITY BY

☐ Train ☐ Bus ☐ Shuttle ☐ Subway ☐ Ride-share ☐ Other:

TRANSPORTATION COMMENTS

BUSINESS SERVICES

OFFICE SUPPLY STORE WITHIN 1 MILE (1.5 KM) OF THE FACILITY?

☐ Yes ☐ No

☐ Yes ☐ No

TELEPHONE (WITH COUNTRY & AREA CODES)

☐ Yes ☐ No

☐ None

☐ Airborne Express

- DHL

- ☐ Federal Express

- UPS

☐ Other:

☐ Yes ☐ No

ADVANCE SHIPMENTS ACCEPTED?

☐ Yes ☐ No

ADVANCE SHIPMENTS INSTRUCTIONS

EQUIPMENT	AVAILABLE?	# AVAILABLE	CHARGES
Computer(s)	☐ Yes ☐ No		\$ ___ / hour
Fax Machine(s)	☐ Yes ☐ No		\$ ___ / page (sending) \$ ___ / page (receiving)
Photocopier(s)	☐ Yes ☐ No		\$ ___ / page
Color Photocopier(s)	☐ Yes ☐ No		\$ ___ / page
Laser Printer(s)	☐ Yes ☐ No		\$ ___ / page
Scanner(s)	☐ Yes ☐ No		
Conference Phone	☐ Yes ☐ No		
Other:	☐ Yes ☐ No		

- Boxes

- Packing Services

- Ground Services

☐ Overnight Services

- Basic Office Supplies

- Equipment Rental

- Binding Service

☐ Other:

BUSINESS SERVICES COMMENTS

SAFETY & SECURITY

EMERGENCY MANAGEMENT PLAN IN PLACE?

☐ Yes ☐ No

PLAN AVAILABLE (IN WHOLE OR IN PART) TO CUSTOMERS?

☐ Yes ☐ No

SECURITY SERVICE

☐ In-house ☐ Private ☐ On-call ☐ Other:

FIRST AID SERVICE ON-SITE?

☐ Yes ☐ No

If Yes, complete the following:

FIRST AID — DAYS & HOURS OF OPERATION

DESCRIPTION OF CHARGES

HOW ARE THEY REACHED?

DESCRIPTION OF FIRST-AID EQUIPMENT AVAILABLE

DESCRIPTION OF FIRST-AID SERVICES PROVIDER

DIRECT LINK IS IN PLACE FROM FIRST AID TO "911" EMERGENCY SERVICES?

☐ Yes ☐ No

BASIC LIFE SUPPORT AVAILABLE?

☐ Yes ☐ No

AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS) ON-SITE?

☐ Yes ☐ No

If Yes, complete the following:

AEDS AVAILABLE

AED LOCATIONS (MULTI-SELECT)

- ☐ Guest Room Hallways
- ☐ Meeting Areas
- ☐ Public Space
- ☐ First Aid Area
- ☐ Other:

NAME OF NEAREST HOSPITAL WITH AN EMERGENCY ROOM

DISTANCE FROM FACILITY (MILES & KM)

DISTANCE TO NEAREST FIRE DEPARTMENT (MILES & KM)

EXCEPTIONS TO ACCEPTING PATIENTS (E.G. NO INSURANCE, ETC.)

EXITS

STAIRWELLS OPEN TO

☐ Ground ☐ Roof

SPECIAL PERMITS REQUIRED FOR SPECIAL ACTIVITIES (E.G. COOKING DEMOS)?

☐ Yes ☐ No

PERMIT REQUIREMENTS AVAILABLE THROUGH FACILITY?

☐ Yes ☐ No

SECURITY CAMERAS USED?

☐ Yes ☐ No

FIRE ALARMS ALERT FIRE DEPARTMENT DIRECTLY?

☐ Yes ☐ No

911 IS THE BEST WAY TO CONTACT THE NEAREST FIRE DEPARTMENT?

☐ Yes ☐ No

PHOTO ID REQUIRED FOR ROOM KEY RE-ISSUE?

☐ Yes ☐ No

NEW IN 2026 EDITION — Cybersecurity & Data Incident Protocol added below.

CYBERSECURITY & DATA PROTOCOL (NEW 2026)

CYBERSECURITY POSTURE (MULTI-SELECT)

- ☐ SOC 2 Type II attestation
- ☐ PCI-DSS compliant
- ☐ Documented incident response plan
- ☐ Encrypted Wi-Fi WPA3
- ☐ Ransomware-recovery RTO documented
- ☐ ISO 27001 certified
- ☐ GDPR / CCPA compliant data handling
- ☐ Network segmentation (guest / event / property)
- ☐ Annual penetration testing
- ☐ Other:

CYBERSECURITY COMMENTS

SAFETY & SECURITY COMMENTS

GENERAL FACILITY COMMENTS

Capture services available to attendees and event organizers.

GUEST ROOMS — TOP-LINE

TOTAL # OF GUEST ROOMS (IF 1 OR MORE, COMPLETE THE FOLLOWING SECTION)

ROOM TAX %

OCCUPANCY TAX %

COMPLETE MEETING PACKAGE (CMP) AVAILABLE?

☐ Yes ☐ No

IF YES — CMP DESCRIPTION

MANDATORY SERVICE FEES OR GRATUITIES?

☐ Yes ☐ No

If Yes, complete the following:

CHARGE (\$)

SERVICES THIS CHARGE INCLUDES

GUESTS CAN OPT OUT OF ALL OR PART OF THIS FEE?

☐ Yes ☐ No

IF YES, EXPLAIN

ROOM TYPES & INFORMATION — SINGLE

TOTAL NUMBER

TOTAL NON-SMOKING

AVERAGE ROOM SIZE (SQ
FT / SQ M)

BED SIZE / TYPE

AMENITIES OFFERED

ROOM TYPES & INFORMATION — DOUBLE

TOTAL NUMBER

TOTAL NON-SMOKING

AVERAGE ROOM SIZE (SQ
FT / SQ M)

BED SIZE / TYPE

AMENITIES OFFERED

ROOM TYPES & INFORMATION — SUITE

TOTAL NUMBER	TOTAL NON-SMOKING	AVERAGE ROOM SIZE (SQ FT / SQ M)	BED SIZE / TYPE

AMENITIES OFFERED

GUEST ROOMS ON A CONCIERGE / CLUB LEVEL (IF 1 OR MORE, COMPLETE THE FOLLOWING)

# NON-SMOKING	# OF SINGLES (1 BED)	# OF DOUBLES (2 BEDS)	# OF SUITES

CONCIERGE / CLUB AMENITIES OFFERED

HANDICAPPED / ACCESSIBLE GUEST ROOMS (IF 1 OR MORE, COMPLETE THE FOLLOWING)

# NON-SMOKING	# OF SINGLES (1 BED)	# OF DOUBLES (2 BEDS)	# WITH ROLL-IN SHOWER

WAKE-UP CALL PROCEDURES FOR HEARING-IMPAIRED GUESTS

ASSISTANCE DEVICES AVAILABLE (MULTI-SELECT)

☐ Amplified phones ☐ TDDs ☐ Other:

GUEST ROOM VIEWS / # OF ROOMS

VIEW	# OF ROOMS
Ocean / Water	
Mountain	
Garden	
City	
Other:	

GUEST ROOMS WITH BALCONIES

☐ All ☐ Some ☐ None ☐ Other:

GUEST ROOM WINDOWS

☐ Open ☐ Open — Full ☐ Open — Restricted ☐ Do Not Open ☐ Other:

CORRIDORS

☐ Inside ☐ Outside

GUEST ROOM COMMENTS

GUEST ROOM STANDARD FEATURES (CHECK ALL THAT APPLY)

- | | | |
|--|---|---|
| ☐ Alarm Clock (#:) | ☐ Armchair | ☐ Armoire |
| ☐ Blow Dryer | ☐ Bottled Water (charge: \$... per ...) | ☐ Cable Television Channels |
| ☐ CD Player (#:) | ☐ Ceiling Fan | ☐ Closet |
| ☐ Coffee Maker — Coffee Daily? ☐ Yes ☐ No · charge \$ | ☐ Desk Lamp | ☐ Desk / Work Station |
| ☐ Dresser | ☐ DSL Internet Access (charge: \$) | ☐ DVD Player (#:) |
| ☐ Electrical Adapters for Int'l Compatibility | ☐ Extra Blanket | ☐ Extra Pillow |
| ☐ Fax Machine | ☐ Folding Luggage Rack | ☐ Internet TV w/ wireless keyboard (charge: \$ |
| ☐ Iron | ☐ Kitchen | ☐ Lighted Magnifying Mirror |
| ☐ Lighted Shower | ☐ Live Wake-up Calls | ☐ Microwave |
| ☐ Mini-bar (charged by:) | ☐ Nightlight | ☐ Parental Controls for Television |
| ☐ Pay-Per-View Movies (charge: \$) | ☐ Premium Movie Channels (e.g. HBO) | ☐ Printer |
| ☐ Programmable Voicemail | ☐ Radio (#:) | ☐ Reclining Chair |
| ☐ Robotic Wake-up Calls | ☐ Safe (dimensions: ... · charge: \$...) | ☐ Separate Vanity / Dressing Area |
| ☐ Sinks (#:) | ☐ Sleeper Sofa | ☐ Sofa |
| ☐ Telephone (# · # standard phones: lines:) | ☐ Television (#:) | ☐ Un-stocked Refrigerator (charge: \$ |
| ☐ Video Games (charge: \$) | ☐ Voicemail | ☐ Wet Bar |
| ☐ Wireless Internet Access (charge: \$ | ☐ Other: | |

2026 MODERNIZATION — VCR and T-1 Internet Access removed as legacy features. List under "Other" if specifically required.

GUEST ROOM SAFETY FEATURES (CHECK ALL THAT APPLY)

- | | | |
|---|--|---|
| ☐ Deadbolt | ☐ Peephole | ☐ Keyless (Electronic) Entry |
| ☐ Diagrams Posted in Guest Rooms (location of emergency exits, stairways, fire extinguishers) — Date Last Updated: | ☐ "Do Not Disturb" Policy (how long the sign can hang before action is taken) | ☐ Emergency Procedures for Guests with Disabilities — Disabled Guests Identified By: |

GUEST ROOM STANDARD AMENITIES (CHECK ALL THAT APPLY)

- | | | |
|--|---|---|
| ☐ Stationery & Pen | ☐ Complimentary Toiletries | ☐ Local Newspaper — Days Available: _____ Charge: \$ _____ |
| ☐ National Newspaper — Days Available: _____ Charge: \$ _____ | ☐ Local Guide | ☐ TV Guide |
| ☐ TV & Radio Channel Guide | ☐ Phone Book — White Pages | ☐ Phone Book — Yellow Pages |
| ☐ In-Room Hotel Directory | | |

OTHER AVAILABLE FEATURES & AMENITIES (CHECK ALL THAT APPLY)

- | | | | |
|--|--|--|---|
| ☐ Roll-Away Beds — Charge: \$ _____ | ☐ Cribs — Charge: \$ _____ | ☐ Meet National Child Safety Council requirements? ☐ Yes ☐ No | ☐ Upgraded Complimentary Toiletries — Charge: \$ _____ /guest room |
| ☐ Turn-Down Service | ☐ Upgraded Turn-Down Service — Charge: \$ _____ | /guest room | |

ROOM SERVICE

ROOM SERVICE OFFERED?

- ☐ Yes ☐ No

If Yes, complete the following:

DAYS & HOURS OF OPERATION

MENU IN GUEST ROOMS?

- ☐ Yes ☐ No

GUEST ROOM FEATURES COMMENTS

GUEST ROOM LINENS

HYPOALLERGENIC LINENS AND BEDDING

- ☐ Standard ☐ On Request Only ☐ Not Available

BED TYPE

- ☐ Standard ☐ Pillow-top ☐ Other: _____

BED SHEETING

- ☐ Double Sheeted ☐ Triple Sheeted ☐ Other: _____

BED COVERING

- ☐ Comforter ☐ Bed Spread ☐ Duvet ☐ Other: _____

BED COVERINGS & BLANKETS CLEANED

- ☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Other: _____

PILLOW TYPE

PILLOWS PROVIDED PER BED

ENVIRONMENTAL POLICY?

☐ Yes ☐ No

IF YES — DESCRIBE

GUEST ROOM LINENS COMMENTS

NEW IN 2026 EDITION — Accessibility Beyond Compliance below.

ACCESSIBILITY BEYOND COMPLIANCE (NEW 2026)

BEYOND ADA / EU COMPLIANCE (MULTI-SELECT)

- ☐ Sensory / quiet rooms
- ☐ Mobility-priority seating in event spaces
- ☐ Hearing-loop (T-coil) in main rooms
- ☐ Tactile / Braille signage throughout
- ☐ Pool lift / accessible spa
- ☐ Service-animal relief area
- ☐ Visual fire-alarm (strobe) in all rooms
- ☐ Adjustable-height registration counters
- ☐ Audio-described wayfinding
- ☐ Other: _____

GUEST ROOMS COMMENTS

ON-SITE SERVICES & LOCAL ACTIVITIES

CONCIERGE DESK?

☐ Yes ☐ No

If Yes, complete the following:

DAYS & HOURS OF OPERATION

CHARGE OR GRATUITY EXPECTED?

☐ Yes ☐ No

LUGGAGE STORAGE?

☐ Yes ☐ No

STORAGE CHARGE (\$/ITEM)

STORAGE AREA SIZE (SQ FT / SQ M)

LAUNDRY SERVICES?

☐ Yes ☐ No

TURN-AROUND TIME

SERVICE PERFORMED ON-SITE?

☐ Yes ☐ No

OF ATMS

ATM-ALLOWED MAXIMUM WITHDRAWAL PER USE (\$)

FEE PER TRANSACTION (\$)

OF GIFT SHOPS

DAYS & HOURS OF OPERATION

CHARGES TO GUESTROOMS ALLOWED?

☐ Yes ☐ No

SWIMMING POOLS (IF 1 OR MORE, COMPLETE THE FOLLOWING)

# OF SWIMMING POOLS	# INDOOR POOLS	# OUTDOOR POOLS	# LAP POOLS
_____	_____	_____	_____
CHILDREN / FAMILY POOL?	MINIMUM AGE FOR POOL USE	LIFEGUARD?	IF YES — DAYS & HOURS ON DUTY
☐ Yes ☐ No	_____	☐ Yes ☐ No	_____

HOT TUBS (IF 1 OR MORE, COMPLETE THE FOLLOWING)

# OF HOT TUBS	# INDOOR HOT TUBS	# OUTDOOR HOT TUBS
_____	_____	_____

GYMS / FITNESS

# OF GYMS	DAYS & HOURS OF OPERATION	CHARGE (\$/GUEST/DAY)
_____	_____	_____
DISCOUNTS FOR EVENT ATTENDEES?	STAFFED?	TRAINER AVAILABLE?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

EQUIPMENT PROVIDED

SERVICES PROVIDED (AND ANY CHARGES FOR EACH)

LOCAL GOLF COURSES (WITHIN 10 MILES / 16 KM)

LIST OF LOCAL GOLF COURSES

TRANSPORTATION PROVIDED TO GOLF COURSES?

☐ Yes ☐ No

LOCAL SHOPPING & ENTERTAINMENT (WITHIN 10 MILES / 16 KM)

- ☐ Shopping Center
- ☐ Casinos
- ☐ Theme Park
- ☐ Stadiums
- ☐ Day Spa
- ☐ Beaches
- ☐ Museum
- ☐ Concert Halls
- ☐ Restaurants
- ☐ Movie Theater
- ☐ Night Clubs
- ☐ Other:

SHUTTLE SERVICE PROVIDED TO LOCAL SHOPPING & ENTERTAINMENT?

☐ Yes ☐ No

IF YES — CHARGE (\$)

ON-SITE SERVICES & LOCAL ACTIVITIES COMMENTS

Per-room inventory, exhibit hall (if applicable), F&B outlets, banquet capacity, and (NEW 2026) sustainability certifications.

FUNCTION SPACE — SUMMARY

TOTAL FUNCTION SPACE — SQ FT / SQ M	TOTAL MEETING ROOM SPACE — SQ FT / SQ M	TOTAL EXHIBIT HALL SPACE — SQ FT / SQ M
FIRST AID STATION NEAR FUNCTION SPACE AREA? ☐ Yes ☐ No	# PAY TELEPHONES NEAR FUNCTION SPACE	# HOUSE TELEPHONES NEAR FUNCTION SPACE
RESTROOMS NEAR FUNCTION SPACE AREA? ☐ Yes ☐ No		
# WOMEN'S RESTROOMS	# MEN'S RESTROOMS	# STALLS PER RESTROOM ☐ 1-4 ☐ 5-10 ☐ 11+
RESTROOMS CAN BE CONVERTED (E.G. MEN'S TO WOMEN'S)? ☐ Yes ☐ No	FLOOR PLAN (LOCATIONS WHERE SIGNS/BANNERS CAN BE HUNG) AVAILABLE? ☐ Yes ☐ No	

POLICY REGARDING SIGNS / BANNERS IN FUNCTION SPACE & PUBLIC SPACE

NUMBER OF MEETING ROOMS	LARGEST CAPACITY (THEATER)	SMALLEST CAPACITY (THEATER)
LARGEST MEETING ROOM / BALLROOM — SQ FT / SQ M LARGEST ROOM CEILING HEIGHT		
GENERAL FUNCTION SPACE COMMENTS		

FUNCTION SPACE DETAIL — PER-ROOM SUB-FORM (REPEAT FOR EACH ROOM)

Complete the following for each function room. Repeat the entire sub-form for each additional room.

NAME OF SPACE

LENGTH (FT / M)

WIDTH (FT / M)

AREA (SQ FT / SQ M, EXCLUDING COLUMNS/OBSTRUCTIONS)

CEILING HEIGHT — LOWEST POINT

CEILING HEIGHT — HIGHEST POINT

HEIGHT TO SOFFIT

CAPACITY TYPE	CAPACITY
Theatre Set-up	
Conference Style Set-up	
U-Shaped Set-up	
Classroom Set-up	
Hollow Square Set-up	
Rounds of 8	
Rounds of 10	
Reception	
# Tabletop Exhibits	
# 8' x 10' Exhibits	
# 10' x 10' Exhibits	

WINDOWS?

☐ Yes ☐ No

IF YES — WINDOWS OPEN?

☐ Yes ☐ No

IF YES — WINDOWS HAVE BLACKOUT DRAPES?

☐ Yes ☐ No

PERMANENT SET?

☐ Yes ☐ No

PERMANENT DANCE FLOOR?

☐ Yes ☐ No

PERMANENT SOUND SYSTEM?

☐ Yes ☐ No

IF YES — SOUND SYSTEM DISTRIBUTION

☐ Ceiling ☐ Lectern

PERMANENT PUBLIC ADDRESS SYSTEM?

☐ Yes ☐ No

PERMANENT REPEATER?

☐ Yes ☐ No

BUILT-IN SCREEN(S)?

☐ Yes ☐ No

If Yes, complete the following:

SCREEN LENGTH (FT / M)

SCREEN HEIGHT (FT / M)

ALIGNMENT

☐ Side-Set ☐ Center

PERMANENT PROJECTION EQUIPMENT?

☐ Yes ☐ No

QUICK-COMPARE INVENTORY (ALL ROOMS IN ONE TABLE)

ROOM NAME	SQ FT	CEILING LO-HI	THEAT RE	CON F	U- SHAPE	CLASSRO OM	HOLLOW SQ	RDS 8	RDS 10	RECEPTI ON

EXHIBIT HALL (IF APPLICABLE)

TOTAL EXHIBIT HALL SPACE — SQ FT

TOTAL EXHIBIT HALL SPACE — SQ M

FLOOR LOAD CAPACITY (LBS / SQ
FT)

COLUMN SPACING

HALL CEILING HEIGHT

FOOD & BEVERAGE

NUMBER OF RESTAURANTS ON-SITE

CUISINE TYPES

OUTLET NAME	CUISINE	CAPACITY	HOURS	PRIVATE DINING?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

BANQUET CAPACITY (LARGEST SEATED)

BANQUET CAPACITY (LARGEST RECEPTION)

F&B CAPABILITIES (MULTI-SELECT)

- ☐ In-house catering only
- ☐ Kosher kitchen on-site
- ☐ Vegan / vegetarian capable
- ☐ Sustainable / local sourcing
- ☐ Liquor license on-site
- ☐ Outside catering permitted
- ☐ Halal kitchen on-site
- ☐ Allergen-free preparation area
- ☐ Off-site catering permitted
- ☐ Other:

NEW IN 2026 EDITION — Sustainability certifications below.

SUSTAINABILITY CERTIFICATIONS (NEW 2026)

CERTIFICATIONS HELD (MULTI-SELECT)

- ☐ EIC Sustainable Event Standards — Bronze☐ EIC Sustainable Event Standards — Gold☐ ISO 20121☐ LEED Silver / Gold / Platinum☐ Green Globe
- ☐ EIC Sustainable Event Standards — Silver☐ EIC Sustainable Event Standards — Platinum☐ B-Corp☐ Green Key

☐ Other:

SUSTAINABILITY PRACTICES (MULTI-SELECT)

- ☐ Carbon footprint reporting (GHG Protocol)☐ On-site composting☐ Local / seasonal F&B sourcing ≥ 30%☐ Water reclamation

☐ Other:
- ☐ 100% renewable electricity☐ Single-use plastic eliminated☐ Waste diversion ≥ 75%☐ Daylight harvesting / smart lighting

FOOD & BEVERAGE COMMENTS

Self / valet parking, EV charging, loading dock and freight elevator specs, shuttles, and ride-share access.

PARKING

SELF-PARKING SPACES	VALET-PARKING SPACES	BUS / COACH PARKING
SELF-PARK DAILY RATE	VALET DAILY RATE	EV CHARGER COUNT

EV CHARGING

☐ Level 2 (J1772) ☐ Tesla / NACS ☐ DC Fast (CCS) ☐ None

LOADING DOCK & FREIGHT

LOADING DOCK COUNT	DOCK DOOR HEIGHT	DOCK MAXIMUM TRUCK LENGTH
FREIGHT ELEVATOR COUNT	LARGEST FREIGHT ELEVATOR (LXWXH)	FREIGHT ELEVATOR CAPACITY (LBS)

SHUTTLES & GROUND TRANSPORT

COMPLIMENTARY AIRPORT SHUTTLE?	HOUSE CARS AVAILABLE?	RIDE-SHARE PICKUP ZONE?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

TRANSPORTATION & PARKING COMMENTS

In-house A/V, internet bandwidth tiers, utilities, and (NEW 2026) AI-enabled service capability.

A/V SERVICES

A/V SERVICES PROVIDED IN-HOUSE?

☐ Yes ☐ No

EXCLUSIVE AV VENDOR?

☐ Yes ☐ No

OUTSIDE AV PERMITTED?

☐ Yes ☐ No

EXCLUSIVE AV VENDOR NAME

IN-HOUSE AV INVENTORY (MULTI-SELECT)

- ☐ Wireless lavalier microphones
- ☐ Audio mixers / consoles
- ☐ Confidence monitors
- ☐ 4K video projectors
- ☐ Rear-projection screens
- ☐ Switchers / vision mixers
- ☐ Live captioning system
- ☐ Comms (intercom / IFB)
- ☐ Truss / rigging
- ☐ Handheld wireless microphones
- ☐ Powered loudspeakers
- ☐ HD video projectors
- ☐ Front-projection screens
- ☐ LED video walls
- ☐ Streaming / hybrid bridge
- ☐ Translation booths / receivers
- ☐ Stage / spot lighting
- ☐ Other:

2026 MODERNIZATION — Legacy items removed: VHS, 35mm projectors, overhead projectors. List under "Other" only if specifically required.

INTERNET & CONNECTIVITY

INTERNET ACCESS IN FUNCTION SPACE (MULTI)

☐ None ☐ Cable modem / DSL ☐ Dedicated fiber ☐ Wireless (Wi-Fi) ☐ Wi-Fi 6 / 6E / 7

INTERNET ACCESS IN GUEST ROOMS (MULTI)

☐ None ☐ Cable modem / DSL ☐ Dedicated fiber ☐ Wireless (Wi-Fi)

AVAILABLE BANDWIDTH (MBPS / GBPS)

STREAMING UPLINK DEDICATED CAPACITY

WI-FI CONCURRENT DEVICE CAPACITY

UTILITIES

UTILITIES AVAILABLE (MULTI-SELECT)

- ☐ Electricity (3-phase)
- ☐ Natural Gas
- ☐ Phone (analog)
- ☐ Water
- ☐ Drain
- ☐ Phone (VoIP)
- ☐ Compressed Air
- ☐ Ethernet
- ☐ Other:

AI-ENABLED SERVICE CAPABILITY (NEW 2026)

AI SERVICES AVAILABLE (MULTI-SELECT)

- ☐ AI-generated session summaries
- ☐ Real-time live translation
- ☐ On-demand publishing pipeline
- ☐ AI-powered concierge / chatbot
- ☐ AI-generated transcripts
- ☐ AI matchmaking / networking
- ☐ Sentiment / engagement analytics
- ☐ Other:

A/V & UTILITIES COMMENTS

Labor categories, union representation, minimum-call hours, OT thresholds, and holiday pay schedule.

LABOR INFORMATION

EMPLOYEES ORGANIZED FOR COLLECTIVE BARGAINING?
☐ Yes ☐ No

UNION(S) REPRESENTED

LABOR CATEGORY	UNION?	MIN HOURS / CALL	OT THRESHOLD	NOTES
Banquet Servers	☐ Y ☐ N			
Bartenders	☐ Y ☐ N			
Set-up / Tear-down (House)	☐ Y ☐ N			
Stagehands / IATSE	☐ Y ☐ N			
Riggers	☐ Y ☐ N			
Electricians	☐ Y ☐ N			
Carpenters	☐ Y ☐ N			
Decorators	☐ Y ☐ N			
Forklift Operators	☐ Y ☐ N			
Material Handlers	☐ Y ☐ N			
Security	☐ Y ☐ N			
Other:	☐ Y ☐ N			

HOLIDAY PAY SCHEDULE

LABOR COMMENTS