



THE MEETING POOL
A DEEP DIVE INTO EVENT TECHNOLOGY.

Summer Site Visit

SURVIVAL GUIDE!

Intro

The site visit is the main point of collaboration between venue owners and event planners. Event bookings often hinge on these visits which act as something of a “professional blind date.” They provide each party the opportunity to establish a relationship, build trust, and determine location fit. Event planners are looking at attention to detail, aesthetics, logistics, and the overall experience from the potential attendees’ point of view.

According to a survey conducted by Social Tables, “The average event planning professional plans 37 events per year, requiring 45 site visits annually.” Many of these site visits take place over the summer and while they’re far from a vacation for the event planner due to the amount of leg work and effort that goes into the evaluation of a location, they don’t have to be torture to get through.

We’ve compiled a handful of tools, tips, and ideas to help make your site visits more productive and dare we say, maybe even fun!

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Travel Apps

Sometimes one of the most stressful aspects of a site visit is just getting there. We've compiled a list of app recommendations to help you pack, plan your route, keep track of your information, and hit the ground running when you arrive at your destination!

Packing



TripList
By Enabled Apps, LLC

If you organize your things based on category (clothing, documents, electronics, etc.) then TripList is the app for you. You can even add a “tasks” category where you can include “to-do” items.



PackPoint
By Wawwo

Not even sure where to start? Simply tell PackPoint if you are male or female, where you’re going, and when you’ll be traveling. It’ll create a packing list for you based on location, weather, and planned activities.



Travel List
By Leonardo Nakashima

A fantastic app for the more forgetful of us as it not only helps users maintain a list of items to pack but also provides alerts and reminders so you won’t forget anything important!



Packing Pro
By Quinn Genzel

Bringing family along? Packing pro helps users create a master list that can be sorted by each member - spouse, son, daughter, etc. There are also sample lists built in to help you get started.

Plan Your Route & Fill Up the Tank



Waze
By Waze Inc.

The Waze app doesn't just provide directions, it utilizes data from other users to provide you with real-time traffic alerts and will even re-route you in order to avoid accidents and heavy traffic so that you arrive on time.



iExit
By Metrocket, LLC

Take the guess work out of pit stops on your trip. iExit offers a directory of services and businesses within 1.5 miles of the next 100 exits you will pass.



Roadtrippers
By Roadtrippers

Just because your destination is work-related, doesn't necessarily mean your journey has to be. If you have some time to kill along the way, use Roadtrippers to find interesting attractions along your route.



GasBuddy
By GasBuddy Organization Inc

Running on fumes? Low on cash? Use GasBuddy to find the closest gas stations with the lowest prices.



Triposo
By Triposo Inc

Triposo is your guide to everywhere. Once you've downloaded the data for your destination(s) the app will show you information, taking into account not only your location but also the weather, time of day, opening hours of attractions, etc.



InRoute
By Carob Apps, LLC

InRoute is an app that can help users find the optimal route between locations. It even incorporates factors like weather, elevation, daylight, and places along the route so there won't be any surprises along the way.

Book Your Flight



Hopper
By Hopper

If you have time to plan ahead, use the Hopper app to find the best times to book your flight at very competitive prices.



Skyscanner
By Skyscanner

Like most flight comparison websites, Skyscanner helps users figure out which airline is cheapest on certain dates, between certain locations. If you're flexible, it will also show you what routes are cheapest across any given month.



Triplt
By Triplt

If you travel often, it can be easy to lose track of all your confirmation numbers - that's where Triplt comes in. Triplt can take all your confirmation emails and organize them for you, adding flight status, seating charts, and much more.



Hipmunk Travel
By Hipmunk

The Hipmunk travel app helps users who are looking for a comfortable flight use Hipmunk's "Agony index" to sort flights by flight length, number of layovers, and price of tickets. Or use the hotel heat map to see what's nearby.



SeatGuru
By TripAdvisor, LLC

SeatGuru helps you know what your airplane seat is going to look like before you even step foot on the plane. The app allows users to review seats so that other flyers know what they're in for when they go to book a flight.

Stay Organized



TripCase
By Sabre Inc.

TripCase can create travel itineraries based on forwarded email confirmations. The itineraries created by TripCase are clear and listed in chronological order with your flight information, hotel addresses, car rental, and more.



GateGuru
By Mobility Apps LLC

GateGuru excels at providing travel info, everything from airport weather, terminal and gate information, TSA wait times, ATM locations, and real-time flight information (you can even get push alerts for flight status and gate changes).



LiveTrekker
By Trekea Mobile, Inc.

LiveTrekker is an app that mostly runs in the background. It automatically records your location, geo-tags your photos, video, audio, and notes. At the end of your trip, you can replay the trip and review all the content you recorded.



Everplaces
By Triptale ApS

Everplaces has been described as “Pinterest for location,” as it allows users to bookmark and share interesting locations. You can add notes to every record so you can remember what you found important about each location.

International Travel



Duolingo
By Duolingo

You don't have to be fluent to find your way around a different country. Use Duolingo to brush up on or learn a new language for free!



Amount
By Marco Torretta

Amount is an incredibly simple app that provides conversions for everything from cooking measurements to currency. Because the app is so simple and easy to use, it's ideal for on-the-fly currency conversions when you're on the go!



Google Translate
By Google, Inc.

If you find yourself linguistically unprepared while traveling abroad, Google Translate will be your best friend. The app includes features like conversation mode which allows two people to speak to one another in their own language with live translation and a scanning mode which translates text instantly on screen.



WhatsApp
By WhatsApp Inc.

Originally created to eliminate users' texting bills, the popular messaging service has gone global. The app offers end-to-end encryption, iCloud backup, voice calling, and desktop integration. It practically eliminates having to figure out international dialing conventions while you're traveling abroad.

On Arrival



Uber
By Uber Technologies, Inc.

Get a reliable ride in minutes with Uber. The app lets you call a driver to pick you up and take you to your destination, often for less than the cost of a taxi ride.



Lyft
By Lyft, Inc.

Get a friendly, affordable ride on-demand. With real-time GPS maps, driver profiles, and in-app messaging, using Lyft feels like being picked up by a friend.



Parkbud
By Wunderstadt GmbH

Parkbud has been described as “The ultimate car parking companion,” it may not do away with paid parking, but it does make parking a little more tolerable. Find a spot, track how long is left on your meter, and find your way back to your car.



Curb
By RideCharge, Inc.

Curb is a car summoning app that allows users to order a range of car services from taxis to black car limosines. Curb pays employees to meet and train new drivers so you know you'll have a polished experience.



Flywheel
By Flywheel Software, Inc.

Flywheel claims to be the “no-surge pricing alternative to get a ride around town” The app is a taxi booking service for taxis. It offers reliable pricing so you don't have to deal with surge pricing when there's high-demand.



Glympse
By Glympse Inc.

Glympse is a location sharing app that allows users to share their locations and estimated time of arrival with others. If your team is meeting up somewhere, Glympse is a great way to know if someone is running late.

Places to Stay



Airbnb
By Airbnb, Inc.

Airbnb is well-known as the go-to site to book affordable accommodation in private homes and apartments. The app allows you to access your itinerary, message your host, and get directions to the listing location.



Hotel Tonight
By Hotel Tonight Inc.

If the venues you're visiting don't offer accommodations, you can easily find an affordable room for tonight, tomorrow, or next week with the Hotel Tonight app!



roomlia
By roomlia

Roomlia aims to provide the fastest booking on mobile. The app offers discounted hotel rooms up to seven days in advance with only a few clicks to complete your booking.



Booking.com
By Booking.com

Booking.com is already one of the world leaders in booking accommodations online. Now, with the Booking.com app, users get instant confirmations, paperless check-in and offline maps, every time you book.

City Guides & Recommendations



Yelp
By Yelp

You've no doubt used the ratings and reviews on Yelp.com to narrow down your choices for bars, restaurants, and much more. The Yelp app puts all those helpful ratings and reviews in your pocket so you can find just the place on the fly!



Gogobot
By Gogobot

Gogobot is your guide to finding the best places to eat, sleep, and play while you're on the road. It even lets you filter based on your interests and lifestyle.



Foursquare
By Foursquare Labs, Inc.

Foursquare is your social city guide. The app allows users to see what's nearby, check-in to locations to earn badges, access coupons and discounts, and leave tips for other users.



Sygic Travel
By Tripomatic s.r.o.

The Sygic Travel app aims to be your ultimate city guide and trip planner. You can discover new places to visit, build your itinerary, and even access it offline.



TripAdvisor
By TripAdvisor LLC

The TripAdvisor app is working towards becoming the ultimate guide book. TripAdvisor is known for the plethora of information it provides and now it also offers a variety of integrations with other services such as Uber and OpenTable.

Food



Yelp Eat24
By EAT24

Sometimes, in an unfamiliar city, it's just faster and easier to order in. Use Yelp's Eat24 app to discover local restaurants, browse menus, read reviews, and order delivery or take-out right in the app.



OpenTable
By OpenTable, Inc.

Open Table lets you reserve and manage your restaurant reservations for free from your mobile device. You can also earn reward points towards your meals and get access to exclusive app benefits.



Grubhub
By Grubhub.com

The popular online restaurant take-out and delivery service is also available as an app. Use your phone or tablet to find local restaurants, look at menus, make your meal selections, and order for take-out or delivery.

Public Transit



Google Maps
By Google, Inc.

Most people are aware of the Google Maps app for directions, but did you know that you can use Google Maps to get local transit information? Simply input your location & destination and select the small train icon for your mode of travel.



Transit App
By Transit App, Inc.

Never miss your bus again with the Transit App. The app provides upcoming departure times for all nearby transit lines. You can also plan your trip, set reminders, and get notifications about any disruptions.



Moovit
By Moovit App Global LTD

Public transportation can be unpredictable, Moovit helps keep you updated. With data for transit in over 800 cities, you can be sure that you won't find yourself at a closed station or waiting for a bus that isn't coming.



Transit
By Tapone Technology Inc.

With Transit, you don't have to worry about when and where to catch the bus or train to your destination. The app provides information you need for your route including arrival times and stop locations.

Playlists

If you're taking to the road to get to your site visit, you'll want to make sure you have some tunes. Since it's summer time, we put together a few playlists that have a fun summer vibe and lots of energy to keep you going. Go ahead, sing along – we know you know the words!

Poolside Party

- California Gurls - Katy Perry
- Good as Hell - Lizzo
- Cape Cod Kwassa Kwassa - Vampire Weekend
- Can't Stop The Feeling - Justin Timberlake
- Can't Feel My Face - The Weeknd
- Crazy in Love - Beyoncé and Jay-Z
- Tik Tok - Ke\$ha
- Party Rock Anthem - LMFAO
- Dancing in the Street - Martha & The Vandellas
- Get Lucky - Daft Punk
- Stolen Dance - Milky Chance
- Safe and Sound - Capital Cities
- Glad You Came - The Wanted
- Happy - Pharrell Williams
- Hideaway - Kiesza
- Boyfriend - Tegan and Sara
- Somebody Loves You - Betty Who
- Come & Get It - Selena Gomez
- Shower - Becky G
- Miami - Will Smith
- Dani California - Red Hot Chili Peppers
- Cheap Thrills - Sia
- Cake By The Ocean - DNCE
- Wild Things - Alessia Cara
- My House - Flo Rida

Songs of Summer

- Summertime - DJ Jazzy Jeff & The Fresh Prince
- The Boys of Summer - Don Henley
- Summer of '69 - Bryan Adams
- Cruel Summer - Bananarama
- Summer in the City - Lovin' Spoonful
- Walkin' On The Sun - Smash Mouth
- Summer Breeze - Seals & Crofts
- Steal My Sunshine - Len
- School's Out - Alice Cooper
- Summertime Sadness - Lana Del Rey
- Hot Fun in the Summertime - Sly and the Family Stone
- All Summer Long - The Beach Boys
- Island in the Sun - Weezer
- Blister in the Sun - Violent Femmes
- All Summer Long - Kid Rock
- In the Summertime - Mungo Jerry
- This Summer - Superchunk
- Rock Lobster - The B-52s
- Heatwave - Martha & The Vandellas
- Under the Boardwalk - The Drifters
- Surf City - Jan & Dean
- Vacation - The Go-Gos
- Margaritaville - Jimmy Buffett
- Summer - Calvin Harris

Summer Road Trip

- I'm Gonna Be (500 Miles) - The Proclaimers
- Take it Easy - Eagles
- No Scrubs - TLC
- Geronimo - Sheppard
- Rock Steady - Aretha Franklin
- (Get Your Kicks) On Route 66 - Nat King Cole
- Radar Love - Golden Earring
- Little Red Corvette - Prince
- Mustang Sally - Wilson Pickett
- One Headlight - The Wallflowers
- Low Rider - War
- Send Me On My Way - Rusted Root
- Magic Carpet Ride - Steppenwolf
- Highway to Hell - AC/DC
- Come With Me Now - KONGOS
- Ticket to Ride - The Beatles
- Road Trippin' - Red Hot Chili Peppers
- Shut Up and Drive - Rhianna
- Life is a Highway - Rascal Flatts
- The Passenger - Iggy Pop
- Daylight - Matt & Kim
- Fast Car - Tracy Chapman
- Born to Run - Bruce Springsteen
- It's Time - Imagine Dragons

Test your Bartender

After a long day of networking and meetings, your attendees will inevitably visit the closest bar to wind down. If your venue or hotel has an in-house bartender, it's not a bad idea to test their skills to ensure they're up to par. Here are a few classic cocktails you can order to test the barman.

In French culinary tradition, the best test of a chef is to see if they can make a good omelete. There's a similar way to test your barman's skills and that's by asking them to make a simple, classic cocktail. Trying out different cocktails will give you idea idea of their liquor preferences and whether they tend to mix sweeter or drier drinks.

Simple but Challenging:

Old Fashioned

In an Old Fashioned glass, muddle bitters, sugar, and a splash of soda. Add bourbon and fill with ice. Garnish with a fresh orange wheel and cherry.

Martini

Pour gin and vermouth into a cocktail shaker filled with ice cubes. Shake or stir until cold. Strain into a chilled martini cocktail glass. Garnish with olives.

Manhattan

Place ice in a cocktail shaker. Add whiskey, vermouth and bitters. Rub the orange peel around the rim of the cocktail glass. Strain the drink into the glass. Add 1 to 2 Real Maraschino Cherries.

Remember:

Really good bartenders will not only know how to mix up these cocktails, but they'll also be hospitable and friendly. You don't want to find a bartender who's messy, can't read the room, and ignores his or her customers.



A Few Others to Try:

Long Island Iced Tea

Fill a cocktail shaker with ice. Pour vodka, rum, gin, tequila, triple sec, and sour mix over ice; cover and shake. Pour cocktail into a Collins or hurricane glass; top with splash of cola for color. Garnish with a lemon slice.

Negroni

Stir Campari, gin, and vermouth in an ice-filled tumbler; garnish with orange slice.

Whiskey Sour

In a cocktail shaker with ice, add the egg white and shake briefly to aerate the whites. Then add the whiskey, lemon juice and Simple syrup with ice and shake well. Strain into a rocks glass over 1 large ice cube, garnish with a cherry and serve immediately.

Daiquiri

Combine rum, lime juice, and simple syrup in a shaker with ice, shake to chill and strain into a chilled glass. Garnish with a lime wheel.



Questions to Ask

After visiting multiple venues in multiple locations, it can be easy to forget what questions you need to ask to ensure that you get all the information you need to make an informed decision. Here are a few things to keep in mind while you tour each venue. This list is by no means exhaustive, but it is a good place to start if you're feeling a little overwhelmed.

Venue Availability:

Ask about dates and times when function and conference rooms are available.

Are there any peak times or specific dates when the venue is not available for events? Will any developments or renovations be taking place in the future? What rooms are available for events?

Location:

What will venue accessibility be like for attendees?

Take into consideration the travel logistics that attendees will be facing when they arrive. Is the venue walking distance from accommodations? Is there a public transit stop nearby? How long does it take to reach the venue from nearby airports? What is parking like?

What will venue accessibility be like for vendors and suppliers?

Ask about accessibility for vendors and suppliers. If the conference or event rooms are on an upper floor, is there an elevator? Are doors and halls wide enough for equipment? Is there a loading bay in the back of the venue? Where can vendors and suppliers park?

The Venue Itself:

Be sure to examine the venue's appearance.

Not only will you want to evaluate the overall condition and cleanliness of the venue but you'll also want to look for any unique features that might be incorporated into the theme of the event as well as any problematic floorplans or layouts.

Accommodations:

What accommodations are available at the venue?

How many rooms are available? What types of rooms are provided (king, double, etc.)? Make note of any room amenities.

If there is no accommodation available at the venue, be sure to ask about hotels in the area.

Facilities:

Indoor Facilities

As you tour the venue, be sure to take note of room names, capacities, and any other noteworthy information that could help you plan your event. Be sure to ask about the maximum capacities and any available equipment that might be included (ie dance floors, AV equipment, decor, etc.)

You'll also want to ask about any restrictions on noise, alcohol, and outside vendors.

Outdoor Areas & Facilities

Does the venue have any outdoor spaces that are available for events (such as gardens, courtyards, terraces, golf courses, etc.)? Is there water access from these spaces? What, if any, restrictions exist in these spaces?

Permits:

What permits are required for events at this location?

Sometimes permits are required for street closures, for building structures, for closing a lane for drop-offs, etc. - be sure to ask about these types of permits, how they can be procured, and for how much.

Finally, if you plan to serve alcohol at your event, ask if the venue has a liquor license.

Dining & Food Prep:

What's available in terms of dining?

Does the venue allow external food vendors? Is there a kitchen available to your event, what kind of dishes are served, and will it create unique menus for your event? If the venue doesn't allow external food services or vendors, is there a restaurant on-site? Is there room for private dining?

Technology:

Is there Wi-fi available?

Attendees have come to expect to have access to free wifi at events, but it's not always included in venue pricing. Be sure to ask if wifi is available and if it is, how much is the rental fee? Are there setup fees?

Timing:

Most large venues host multiple events at once, be sure to ask about time slot rates, end times, etc.

Don't forget to include setup and break-down in your time estimates. Failure to ensure that your time slot accommodates time for load-in can throw off your whole schedule and your budget.

Finally, be sure to ask how late events are allowed to run. This is typically decided based on city ordinances around noise restrictions so the limit is not up to the venue and it's not negotiable.

Collect &
Organize
Site Data

Collect Data & Capture Images:

When you're visiting multiple sites in multiple cities in one trip, it can be easy to lose track of everything. Here are a few tools and apps to help you take notes, store brochures and business cards, and organize photos so you don't miss a thing!



Evernote
By Evernote

Evernote is the ultimate note-taking app. With a plethora of features that let you save everything you need into organized and searchable notebooks. Use Evernote to keep track of business cards, brochures, and notes.



Google Photos
By Google, Inc.

Google Photos backs up all of your photos safely, organizes them for you, and labels them automatically, so you can find them fast and share them with coworkers. Don't waste time sorting your photos, let Google Photos do it for you.



Dragon Dictation
By Nuance Communications

Sometimes you just don't have time to stop and take notes. Dragon Dictation can help you quickly and easily capture information and convert it to text. In fact, it's up to five (5) times faster than typing on the keyboard.



**Livescribe Pen
& Notebook**

[Visit Website](#)

If you prefer a more analog method of taking notes but don't want to have to type everything up later, use a Livescribe smartpen to capture everything you write and hear. The pen can sync with your computer, tablet, or smartphone so you'll have all the information you need right at your fingertips!



Bosch GLM 35 Laser Measure

Available at [Amazon.com](#)

Not every venue provides complete measurements for their events facilities and while a typical tape measure might've been adequate in the past, they can be pretty awkward to use. But a laser measure like this Bosch GLM 35, can help you take room measurements in a snap!

Site
inspection
Notes

Contact Information:

Event:

Event Dates:

Client Contact:

Address:

Phone:

Email:

Move-in Date and Time:

Event Start Time:

Event End Time:

Strike Date and Time:

Event Location:

Event Budget:

Event Profile:

Event Type:

Objective:

Event Activities:

Number of Anticipated Attendees:

Attendee Demographics:

Accessibility/ADA Requirements:

Notes:

Site Inspection:

Venue:

Venue Contact:

Move-in Date & Time:

Move-out Date & Time:

Other Venue Contacts (A/V, Catering, Engineering, etc.):

Name:

Title/Position:

Contact:

Site Inspection - Arrival:

First Impressions:

Parking:

Registration:

Restrooms:

Foyer & event space entrance:

Additional Notes:

Site Inspection - Back of House:

Dock Access:

Dock Security:

Dock Supervisor:

Access to the Space:

Elevator Dimensions:

Additional Notes:

Site Inspection - Rooms:

Floor Plan:

Ceiling Plan (Rigging points?):

Electrical (Size, Cost, Location):

Width & Length of the Room & Ceiling Height:

Additional Notes:

Site Inspection - Rooms:

Service Access:

Storage Space:

Office/Work Space:

Trash Disposal:

Staging:

Site Inspection - Audio/Visual:

Lighting:

Audio:

Projectors, Screens, etc.:

Rigging:

Restrictions/Regulations:

Site Inspection - Catering:

Menus & Specialties:

Service Styles:

Linens:

Glassware & Flatware:

Seating - Tables & Chairs:

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