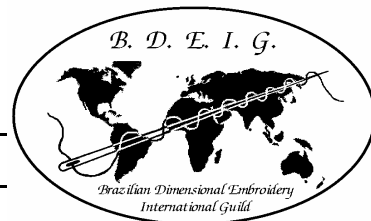


BDEIG SEMINAR LOCATIONS CHECKLIST



Name of Facility: _____

Address: _____

Contact Person: _____

Phone: _____

FAX: _____

Facility Recommended By: _____

<u>GENERAL</u>	Please check X proper box and write brief comments		
	<u>YES</u>	<u>NO</u>	<u>EXPLANATION</u>
Available in June for at least a week. Mon. or Tues. thru Sun.			
Close to Major Airport within 1 hour/40-50 miles			
Taxi/Shuttle Service available			
Handicapped Access			
To all facilities?			
Elevators to upper floors?			
Maximum # of attendees that can be accommodated			
Minimum # of attendees that can be accommodated			
Is a deposit required?			
May we have a blank/generic copy of the facility's contract?			
Does the facility require that our organization provide liability insurance coverage for the seminar?			
Are Service Dogs allowed?			
Can attendee/s be reached in case of emergency? Day and Night?			
Are staff members available to handle minor maintenance problems 24/7?			
Is a PA system available for Annual meeting and announcements at meals?			
Can some attendees arrive a day early for the same per night price?			
With Meals also?			
Are computer labs, overhead projectors etc available? If so, what are the costs?			

LODGING FOR 80+ or 100+			
CRITERIA	YES	NO	EXPLANATION
Cost per person/per day for lodging			
Single Occupancy			
Double Occupancy			
Describe Bed Arrangement			
Does cost change if reserved Mon-Sun instead of Tues-Sun?			
Air Conditioning and Heating			
Are linens provided?			
Towel exchange daily or how often?			
Wash basin, mirror, cabinet in room?			
Table or desk in room?			
Extra lighting in room or available?			
Any other amenities?			
Nighttime security?			
Distance from lodging to dining room and classrooms			
R.V. Spaces available or at nearby location?			
Is a Central Lounge available in or near Lodging for night time stitching and socializing?			
Is extra lighting available for stitchers?			
BATHROOMS in room or shared facility?			
Daily cleaning of bathrooms - emptying trash & paper towels, replacing toilet paper?			
Privacy for undressing/dressing to shower?			
Toilet facilities available near dining and classrooms?			

MERCHANT ROOM ARRANGEMENT			
CRITERIA	YES	NO	EXPLANATION
Merchant Room Capacity (Square feet of space)			
Cost for Merchant Rooms			
Tables and Chairs for displays, Cost? Or no cost?			
Does location allow for Merchants to pull up and unload nearby			
Can Merchant Room be locked?			
Extra lighting available? Or electrical outlets?			

CLASSROOMS			
CRITERIA	YES	NO	EXPLANATION
Number of classrooms available? At least 8-10			
Cost per Classroom			
How many attendees are needed before classrooms are free?			
Capacity of Classrooms at least four rooms for 15-20 rest to hold 8-10			
Tables and Chairs - cost for each or no cost?			
White board, chalk board available - cost or no cost?			
Extra lighting in classrooms if needed? Cost?			
Classrooms' location from Dining Room?			

DINING ROOM ARRANGEMENT			
Dining Room Capacity?			
Are meal times negotiable?			
Cost per person/per day for all meals?			
Cost per person/per day for only Breakfast?			
Cost per person/per day for only Lunch?			
Cost per person/per day for only Dinner?			
Cost per person for Ice Cream Social?			
Can you accommodate special diets for diabetic, allergies, vegetarian?			
May we see sample menus for groups?			
How are partial days handled? i.e.; arrive Tues. p.m., eat evening meal only, stay thru Sun. Breakfast and leave before noon			

SHOW & SHARE ROOM ARRANGEMENT			
Show & Share Room capacity? (sq. ft.)			
Tables for displays - Cost? Or No Cost?			
Extra lighting available?			
Can room be locked?			
Can Public be invited to Open House for Show & Share Night?			

Any member may recommend a facility for seminar use by filling out this form entirely and submitting it to the Seminar Siting Chairman, Debbie Kelley, 6643 Melqua Rd., Roseburg, OR 97470