

MML Site Selection Checklist for Host Venue

Mandatory Guidelines

The following items are of primary concern for MML when considering an event site. If these are not satisfied, MML cannot select that site.

Category	The Recommended Site:	Yes	No
Safety/Security	Is deemed safe for all attendees irrespective of gender, beliefs, race, age or other attribute?		
Health Concerns	Will not expose attendees to illness/disease		
Access	Is able to accommodate disabilities per ADA standards?		
Affordability/Quality	Is comparable to other MML event sites?		
Catering	Can provide food and beverage suitable for attendees with varied dietary requirements including, but not limited to vegetarian, vegan, food allergies and religious restrictions		
Event Space:	Meets MML meeting and event minimum square footage:		
General Session	3,400 – 6,000 gsf* (72” rounds with stage)		
Meal Function	3,400 – 6,000 gsf (if buffet with 72” rounds)		
Concurrent workshops	2,000 – 3,000 gsf (rounds for 150)		
Vendor Tabletop Exhibits	3,000 – 4,000 gsf - (25-30) 6’ tables with chairs plus electrical outlets		
Registration	(3-6) 6’ tables and lines		
Office/Workroom Near Registration	500 gsf		
Board & Other Meetings	1,300 – 3,000 gsf		

* = gross square feet

Additional Considerations:

Is/Does the Proposed Site:	Yes	No
Is available for MML’s preferred dates and day pattern?		
Have at least 125-150 guestrooms within walking distance of event meeting space venue?		
Meet MML current budget requirements? (Attach price lists for A/V, menus, rooms)		
Offer comparable rooms, meeting space, services with past MML event sites ?		
Offer acceptable hotel accommodation rates for most potential attendees?		
Offer a range of price options for nearby accommodations?		
If know as vacation, gaming or remote destination, overcome scrutiny by press and constituency?		
Meet technical requirements including unfettered Internet connectivity, free or low-cost WiFi and adequate bandwidth?		
Have a strong host with ability to provide required support during and before event?		
Have a host willing to provide financial support for a social event, such as a Welcome Reception for all attendees?		

Accessible for relatively easy drive for most attendees?		
Meet rotation within Maryland from past and future sites?		
One that will attract attendees from all areas of membership?		
Offer a government rate available for many of our attendees?		
Have contiguous meeting space for MML's functions and meetings? (preferred)?		
Able to provide the level of customer service MML attendees expect and deserve?		
Offer group discounted hotel rates for the time of year? What is the local tax? Is the site competitive with other sites?		
Walkable or will attendees need to use alternative transportation to get to restaurants or night life?		
Offer activities/attractions for spouse/companions nearby?		
Negotiate omission of attrition or minimums in the contracts? (attrition means MML must pay for any rooms in the contract(s) not reserved by the cut-off date and we try never to agree to these)		
Easy to get to? Is it in a safe area?		
Negotiate omission of any reset charge for meeting rooms to be reset from one day to the next? In the same day?		
Ideally ensure that MML would be the only group at the venue or, if required to , share space, guarantee the other group(s) won't conflict with MML's mission?		
Offer transportation if multiple venues must be used or will the host municipality be financially and logistically responsible for this and ensure no negative impact on MML's event programming?		
Offer industry standard or better comps? (Groups usually receive a complimentary night for so many paid rooms which helps pay for rooms MML is responsible for covering.)		
Offer a 24-hour hold on meeting space?		
Have adequate discounted or complimentary guest parking?		
Offer in-house catering at negotiable reasonable costs with adequate staffing for service and service charge?		
Offer appealing multiple vegetarian and vegan options?		
In an area without potential traffic problems?		