

SECTION 4

RMR SEMINAR GUIDELINES

SEMINAR SITE

(revised 02/2025)

RMR Seminar Site

A. Site Selection

1. Following the seminar chair's appointment, seminar chair initiates an immediate discussion with the assistant region director on the process of seminar site selection. The seminar chair works with the assistant region director and event services company during the entire site selection process. No contact is made by anyone with any potential site, outside of the event services company.
2. Seminar chair works with the seminar committee to make sure the [site requirements](#) needed for their seminar are fully outlined for the events services company.
3. Any ideas from seminar committee members for possible site locations are presented to the events services company by the seminar chair.
4. Seminar chair will go on any site visits, along with the assistant region director. Other committee members selected by the seminar chair may go on site visits at their own expense.
5. Once the final 2 or 3 sites are determined by seminar chair, assistant region director and event services company, seminar committee will prioritize the list. The top 2 will be presented to the chapter board (or region board, if region-sponsored) for the decision on the top site.
6. Contract is negotiated through the event services company. Seminar chair and assistant region director will go over the contract. There must be a space for the region director's signature. The region director is copied into all email discussions throughout the contract negotiation process so that the director will be familiar with the contract when it is presented to the director for signature.
7. Once contract is finalized it is sent by the event services company to the venue for their signature.
8. The contract is then sent to the region director for director's signature.

B. Site – Basic Requirements

1. Adequate number of sleeping rooms with:
 - a) Air conditioning
 - b) Separate beds
 - c) Bathrooms "en-suite"

- d) Adequate linens – bedding and towels
- 2. Adequate number of class rooms with:
 - a) Good lighting
 - b) Chalk or white board
 - c) Room for 20 students with room for teacher to walk around
 - d) Adequate electrical outlets
- 3. Handicapped accessibility.
- 4. Proximity to highways and airports.
- 5. Availability and cost of ground transportation to site from nearest airport.
- 6. Space for seminar registration area
- 7. Space for meetings in conjunction with seminar:
 - a) Executive board meeting
 - b) Region board meeting
 - c) Prospectors meeting
 - d) Committee meetings
 - e) Suite or room suitable for holding meetings available to the region director
- 8. Space for exhibits:
 - a) Prospectors
- 9. Chapter/region space for a boutique and/or bookstore.
- 10. Availability of food service:
 - a) Banquets
 - b) Restaurants
- 11. Walking distance between venues, elevator, parking.
- 12. Availability and cost of internet service in sleeping rooms, class & meeting rooms, common areas.
- 13. Proximity to medical facilities

C. Guidelines

1. Make sure **ALL** agreements are in writing. As site personnel may change from the initial contact to the time of the seminar, it is vitally important that everything be in writing.
2. Provide site with sample [schedule of events](#), including all meetings, classes, banquets, exhibits, and bookstore/boutique including hours.
3. If complementary rooms are available, these should be allocated to the region director, faculty (this keeps costs down), seminar chair.
4. A facilities chair should be appointed to deal directly with the site concerning daily needs during the seminar both before and during seminar.
5. Negotiate room rates based on number of bedrooms to be rented.
6. Rates for meetings or classrooms can be negotiated based on the set-up fees.
7. Be sure the site knows how all rooms are to be set up including [chair/table arrangement](#), audio-visual equipment, etc.

Preliminary Site Selection Checklist

A. Preliminary questions for host unit to consider:

1. Is this a location region members wish to travel to for a seminar?
2. Are seminar objectives best served by hotel, conference center, or college?
3. What are anticipated needs for hotel rooms, other facilities and services?
4. What are projected seminar dates (be sure to include executive & region board meetings)?
5. What is the anticipated attendance?

B. Have available the following information from the past six years:

1. Number and types of hotel rooms used
2. Types and numbers of functions guaranteed
3. Actual attendance at each
4. Arrival and departure patterns
5. Promotional assistance received from sites
6. Exhibit programs
7. Prior venues with contact information

C. From site contacts, find out:

1. Name, title, mailing address, phone number
2. Services to be provided
3. How long has site contact been there
4. Names of general managers, director of sales, convention services manage.

Site inspection

A. Check site for:

1. Number of single, double-double and suites
2. Rack rate for each
3. Complimentary room policy
4. Housekeeping/appearance
5. Adequate public space
6. Meeting room capacities/dimensions
7. Lighting, ventilation, temperature controls
8. Sound systems
9. Obstructions
10. Exhibit facilities; boutique/bookstore
11. Drayage policy
12. Available equipment, services, costs
13. Elevator service
14. Security, fire safety
15. Facilities for mobility impaired
16. Distance from airport, shuttle
17. Renovation plans
18. Overlapping conventions

19. Parking facilities, cost
20. Credit, gratuity, liquor policy
21. Union requirements, date of contract renewal
22. Hotel policy on posters and signs
23. Food services at seminar venue
24. Availability and cost of internet service in sleeping rooms, class & meeting rooms

B. Investigate local:

1. Food, beverage, entertainment taxes
2. Alcohol laws
3. Public transportation
4. Overflow housing options
5. Accessibility of hotel and other function sites, as well as of city or location
6. Promotional assistance by site
7. Climate
8. Special holiday observances and local festival

Negotiations/Bookings

A. Be sure to research:

1. Facilities pricing structure
2. Other conventions that have met at the site
3. Rates at comparable area properties
4. Negotiability of reasonable group rate

Note: A suite rate (cost) should be negotiated just as room/rack rate has been. All special rates should be written into the seminar site contract.

5. Obtain food and beverage quotes or determine date to negotiate them.

B. Possible negotiable items:

1. Staffing
2. Exhibit space, classroom set up
3. Cutoff date
4. Complimentary rooms, suites
5. Gratuities
6. Function room fees
7. Parking
8. Decorating, cleaning, security

Put everything in writing

Detailed In-Depth Site Inspection Checklist

A. Available dates

B. Breakout classrooms – up to 22 students each

1. Capacities/dimensions
2. 15 – 18 students need minimum of 468 square feet of space
3. 22 students need minimum of 625 square feet
4. Lighting – can additional be provided
5. Electrical outlets
6. Temperature control
7. Charge for tables
8. If parlors are being used for classrooms, can the adjacent bedrooms be used for teachers, 2 beds

C. Sound system

D. Staging area

E. Boutique/Bookstore

1. Square feet
2. MUST be secure
3. Need set up prior to opening plus storage area
4. Unloading/loading facilities
5. Union? If so, what problems with loading? If so, when does contract expire?

F. Exhibit facility

1. Prospectors
2. Local chapter
3. Security

G. Merchandise Night

1. Skirted tables, chairs - number
2. Evening set-up --- 5 pm if event is at 7
3. Set-up --- horseshoe

H. Seminar registration

1. 2 skirted tables
2. Extra bellmen, carts and staff
3. Heavy group arrival on day of opening

I. Banquets

1. Opening
2. Closing
3. Other meals

J. Meet the Teacher

1. Skirted tables, chairs – 2 teachers per table
2. Time

K. Available equipment, services, prices

1. Easels
2. Black or white boards
3. Bulletin boards
4. Audio visual equipment

L. Elevator services

1. How many
2. Capacity
3. Location relative to classrooms
4. Can service elevator be used?
5. All operational?

M. Other considerations

1. Facilities for the handicapped
2. Credit, gratuity and liquor policies
3. What other groups are meeting in the hotel during seminar?
4. Fire code, sprinklers, how is staff trained?
5. Is there a group preceding – name and departure date?
6. Will site accept and store shipments for teachers, boutique/bookstore? What is the policy for moving boxes within the site?
7. What are the room rates, complimentary room policy, and location of overflow housing should expected attendance exceed available space?

8. At what point is the number of reservations in a block of rooms reviewed for possible increase or reduction of the number?
9. What promotional assistance will the site offer?
10. How do food and beverage in-house compare with other facilities?
11. What is the general attitude of the employees in the hotel?
12. Is the site designed to facilitate movement of large groups of people from one meeting area to another?
13. How many restrooms are available for meeting attendees? What is their proximity to meeting rooms?
14. What special attractions are close to the site? Will they help to attract people to come to seminar or distract them?
15. How many miles is site from airport? What are limo and taxi fares if there is not a free shuttle?
16. Is internet service available? In the sleeping rooms, class & meeting rooms, and the common areas? Is it free or is there a charge?

Sample of Event Schedule and Room Requirements

Date/Time	Function	Chair	Room	# People
Wed., (date)				
8:30am – 5 pm	Registration	Registrar	Lobby	150
9:30 am – noon	Region Board Meeting (Set up – specify)	Region Director	Little Ballroom	50
12:15 – 1:30 pm	Region Luncheon (Set-up; menu)		Eatery (Special Events)	50
1:30 – 4:30 pm	Region Board Meeting (set up as above)	Region Director	Little Ballroom	50

Various Room Configurations

