

## SITE SELECTION

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### Site Selection Checklist

Oakland Convention Center has compiled the following site selection checklist that will assist you in hosting a successful event.

#### Event Accessibility

- Proximity to airport
- ADA-compliant facility
- Adequate taxi/limousine service
- Sufficient parking space (and its cost)
- Availability and cost of shuttle service
- Adequate airport assistance
- Adequate number of flights into destination
- Seasonality of destination (peak season vs. off-season)

#### Locale

- Proximity to local attractions, shopping, restaurants and recreation
- Proximity to health clubs, drugstores, banks and emergency services
- Weather conditions
- Facility reputation and safety of area
- Support and services available from local convention bureau
- Availability of experienced suppliers such as audio-visual providers, exhibit service contractors, temporary help and security

#### Event Facilities

- Evaluate the potential of each room under consideration:
  - Measure the room
  - Prepare scale diagrams
  - Incorporate all equipment, staging and decorations
  - Calculate the desired square footage per person for the required setup
- How many meeting rooms will be required
- In addition to the formal program, will meeting rooms be needed for committee and business meetings
- What is the estimated attendance for each session
- Are attendees to be seated theater style, classroom style or conference style
- Are rooms with high ceilings and no columns needed to accommodate audio-visual presentations
- Is additional space needed in or near event room(s) for refreshment breaks
- What pre- and post-meeting space is required for affiliated ancillary groups
- Are meeting rooms accessible to people with disabilities

#### Exhibit Space

- Number of loading docks and proximity to exhibit area
- Availability and location of freight receiving area
- Location of utilities

## SITE SELECTION (CONT'D)

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- Maximum floor load
- Security of area
- Location of fire exits
- Proximity to food service areas and restrooms
- Availability of sufficient time for move-in and move-out
- Decorations to enhance facility appearance
- Availability of supplemental lighting
- Exhibit hall proximity to corresponding functions
- Location of first aid station
- Availability of office space for exposition manager, service contractors and suppliers
- Crate storage areas and policies

### Offices & Other Services

- Sufficient space for all necessary furniture and equipment
- Proper lighting
- Adequate number of electrical outlets
- A  availability of house telephones or telephone jacks

Oakland Convention Center offers world-class event facilities. For more information contact us at (510) 466-6455. We look forward to helping you host a memorable event.