**
Western Section Site Selection Form**

Name:

Institution:

Institution City/State:

Have you discussed hosting the WSASAS meeting with your Department Head and/or Dean?

 **Meeting Venue Information**

1. Proposed venue for the meeting:
2. Is this venue a (circle one):
university
business affiliated with the university
business not affiliated with the university?
3. Does this venue have a rental fee? If so, what is the fee?
4. Have you contacted this venue to see if they would be willing to host the meeting?
5. Is the venue large enough to host the meeting? Approx. 8-10 good sized meeting rooms?
6. Is there a place at the venue to hold symposia presentations…a theatre, banquet room, etc.?
7. Does the venue offer catering services or will an outside carter be need?
8. Does this venue allow alcohol to be served?
9. Does the venue offer audio visual services…projectors and screens?

 **Hotel Information**

1. Are there at least two medium to large hotels within walking distance of the meeting? If so, what are the hotels?

 **Banquet Information**

1. Is there an off-site location to hold the Awards Banquet (dinner)? What are options for event?
2. If so, is it in walking distance of the meeting venue and hotels?
3. Does this off-site location have a rental fee? If so, what is the fee?
4. Does this off-site location offer catering services or will an outside carter be need?
5. Does this off-site location allow alcohol to be served?

 **Travel Information**

1. What is the closest airport to the proposed venue?
2. What airlines fly into this airport?
3. Does the venue offer sufficient parking for attendees that drive in?

Please submit this form to the current [WSASAS President](https://www.asas.org/sections/western-section/officers) for consideration.