

ADM: National Workshop Site Checklist  
Recommended: YES or NO

Facility: Location:

Contact Office: Phone/email:

Contact Person: Title:

Dorms (or Hotel) and Food service: Air Conditioned? Y or N  
Distance to classrooms  
Facilities Fee Structure

Large Lecture Hall for Entire Group  
(Worship seminar, follies)

Large Rehearsal Space for Entire Group  
(ADM Chorus, reading sessions)

Three Large, Lockable Rooms: 1) Vendors  
2) Handbells  
3) Council Meetings

3 to 4 Smaller Classrooms for Options

Final Concert Site (ADM Chorus and handbell set-up)

ORGAN: Hall or Worship Space Chapel or Small Performance Theatre

Make of organ: Make of organ:

Seating capacity: Seating capacity:

Rental fee: Rental fee:

Availability: Availability:

Are spaces handicapped accessible?

Nearest airport & shuttle service?

Fees for audio/visual equipment?

Wireless network available for conferees/vendors?

Golf Cart or shuttle vans?

ADM Contact: Date: \_\_\_/\_\_\_/\_\_\_

Address: Phone: E-mail: