

SITE INSPECTIONS: CRUISE SHIPS

In general, you should familiarize yourself with the ship but pay close attention to the following:

- 1) See as many of the different category cabins as possible and make notes of the differences.
- 2) Are the cabins and bathrooms clean and up to date or do they look old and worn?
- 3) Public spaces/meeting rooms. Do they have a space that could be reserved for lectures? Are the public spaces inviting?
- 4) Dining/function rooms. Is there a space for a private cocktail party?
- 5) Passageways – are they narrow or can two people pass comfortably? Are they bright or dark?
- 6) Exercise/pool facilities – is there a pool and what and how much gym equipment is available?
- 7) Can they ship accommodate passengers with disabilities? Stairs? Elevator?
- 8) Is there a store that sells drug items – over the counter medications for headaches, upset stomach, etc.; first aid items; toothpaste, shampoo, etc.
- 9) Is there a beauty and barber shop?
- 10) Is there a gift shop?
- 11) Is there a medical facility?
- 12) Is the crew friendly and helpful?

Terminal Facilities

1. Number of check in counters
2. Rest room facilities
3. Security check points
4. Waiting areas and VIP lounge

Embarkation / Disembarkation Procedures

1. Boarding process
2. Security procedures
3. Crowds
4. Area / availability for private group area and /or check-in

Guest Accommodations

1. Differences between categories
2. Size / configuration
3. In room amenities – list all (robe, shampoo, hair dryer, toiletries, etc.)
4. Honor Bar or comp beverages
5. Unique features
6. Telephone usage instructions
7. Voice mail?

8. Verandahs – compare size categories
9. WiFi access in staterooms?

Public Areas / Meeting and Conference Centers

1. Capacity
2. Décor / lighting
3. Cleanliness / Wear & Tear
4. Can room be locked / access limited
5. Does room open to deck
6. A/V availability / outlets / voltage
7. How are the sight-lines (can everyone see, are there blind spots, etc.)
8. What type of seating (banquet, cocktail, etc.) / table sizes
9. Can furniture be moved?
10. Would the room be useful for cocktail functions, award presentations, meetings, etc.?
11. What room / area would you recommend for various functions or events (hospitality area, meeting rooms, trade shows, etc.)
12. Internet café - # of terminals
13. Wi-Fi access: Which public rooms and areas of the ship?
14. Cell phone capability?

Miscellaneous

1. Spa – how many treatment rooms, how many staff?
2. Health club facilities and equipment
3. Availability of elevators (think about handicap passengers – do they have to walk long hallways?)
4. Pool and deck area – does it look large enough for ship capacity
5. Can ship host functions on deck – dinner or outdoor events?

Onboard Dining

1. Assigned seating or open seating?
2. Dining times (flexible?)
3. Group sections / table sizes
4. Are dining areas conducive to meetings?
5. How many dining outlets?
6. Alternative restaurants – Group availability and costs

Also, not really a site inspection but a trip inspection: if you are taken on any shore excursions, keep notes to evaluate how they are handled. Is the content good? Are the guides interesting and do they provide good information? What about the motorcoach? Is it clean and comfortable?