

ISES EVENTWORLD 2011
Site Selection: Choosing the Right Location for your Client
Mock Site Inspection Scenario

Site Visit Itinerary
Saturday, August 6, 2011
8:30 a.m. to 11:30 a.m.



- 8:30 a.m. Presenters to meet attendees at the 20th Street entrance of the St. Louis Union Station Marriott Hotel. Proceed to site inspection venues.
- 9:00 a.m. Site inspection of City Museum, to include overview of entire facility.
- 10:15 a.m. Site inspection of World's Fair Pavilion, Forest Park.
(Alternate stop: Saint Louis Zoo.)
- 11:30 a.m. Return to the St. Louis Union Station Marriott Hotel.

Thought Provoking Questions:

- 1- What items can you bring to a site inspection to "sell" your vision and enhance your client's vision?
- 2- What can you do to ensure your clients recognize the value of your expertise?
- 3- How can you be more effective on a site visit?

The City Museum



Occupying three floors and over 500,000 square feet of the former International Shoe Company, the City Museum is a unique special event venue. Built in 1997, the City Museum is a fantasyland made up of unique, found objects from around St. Louis.

Overview of Seating Capacities:

First Floor/Mezzanine: 100

Vault Room: 200

Architecture Hall: 300

Buyout: 2,000-3,000



First Floor/Mezzanine

Experience an oceanic wonderland. Mermaids and sea creatures swirl around the mosaic floors and columns. A triple level tree stage and dance floor area, perfect for a band, presentation or champagne toast! Native Missouri fish and turtles swim in the 5,000-gallon aquarium ornamented with oyster shells, found sea glass and mosaic tiles. Above the first floor mosaics and aquarium, the mezzanine level also overlooks a two-story waterfall and goldfish pool.

Maximum Seating: 100



Vault Room

Be sure to visit the one-of-a-kind Vault room located on the second floor. Your guests will enter through the old Mercantile Bank vault door and see this 1920s-era building designed for the Roberts, Johnson and Rand Shoe Company as a manufacturing and warehouse facility for its shoe production.

Maximum Seating: 200



Architecture Hall

The third floor showcases City Museum's largest event space, Architecture Hall, featuring a turn of the century bar from St. Louis' Hill neighborhood and a vintage wooden dance floor. This space is framed by the exterior of an old school building from North St. Louis. This space opens into Architecture Museum, providing gallery space for your event.
Maximum Seating: 300

Event Enhancement Options

- Gift Shop
- Beatnik Bob's Arcade
- Shoelace Factory
- World Aquarium
- Cabin Inn & Patio

World's Fair Pavilion



Sitting high atop Government Hill in Forest park, overlooking a fabulous fountain with views of the Saint Louis Zoo and Forest Park Golf Course, is the World's Fair Pavilion. This covered, open-air Pavilion has been one of the more popular and impressive attractions since being built in 1909, with funds generated from the 1904 World's Fair. The Pavilion offers a beautiful view of the park and its picturesque setting lends itself to receptions, benefits, World's Fair-themed picnics, and other special events.
Maximum Seating: 500

Saint Louis Zoo

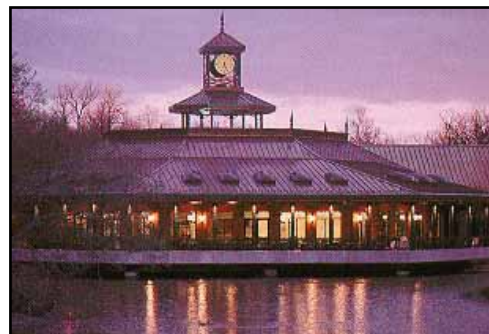
The Saint Louis Zoo provides an unforgettable setting for your event. With three event facilities to choose from the Zoo provides a unique backdrop for any event.



The Living World

The Living World offers a unique venue for your special event, featuring an event facility with two levels of beautifully finished wood floors and a 65-foot rotunda featuring natural light from the glass-domed ceiling. Your guests will be entertained with the interactive exhibits in the Ecology and Animal Halls. There is also a 378-seat theater located within The Living World providing ultra-modern technology with equipment for digital film projection and slide and multi-media systems.

Maximum Seating: 500



The Lakeside Café

Situated on the Grand Basin, the Lakeside Café is a spectacular waterfront pavilion in the midst of the Saint Louis Zoo. The Café provides a stunning setting overlooking a lake filled with a variety of colored waterfowl. Inside, the Café has a spacious feel accented with soaring columns and wall-mounted street lanterns. To access the Lakeside Café your guests will enter through the South Gate and stroll down the newly-renovated boardwalk.

Maximum Seating: 500



The Event Tent at the Saint Louis Zoo

The Event Tent provides a unique venue in the heart of the Zoo, located in Historic Hill nestled between the Herpetarium and the Primate House. Perfect for a social function of any kind, this white canvas tent provides plenty of space to mix, mingle and dance the night away. Maximum Seating: 500



Event Enhancement Options

- After hours private tours of the Penguin and Puffin Coast, Jungle of the Apes and the Herpetarium
- Private animal greeting experience
- Zooline Railroad
- Conservation Carousel



Internal Check List

Date and Time:

Number of Guests:

Goals & Objectives of Event:

What Has Client Done in the Past-what was successful/what wasn't:

Preferred Vendor List:

Services Included (rentals, décor, lighting):

Enhancement Options:

Restroom Facilities:

ADA Accessibility:

Union Regulations:

Special Permits/Licenses:

Kitchen Facilities:

Parking/Transportation:

Distance to the Hotel:

Setup Time/Loading Docks/Elevators:

Weather Contingency Plan:

Deposit/Cancellation Policies:

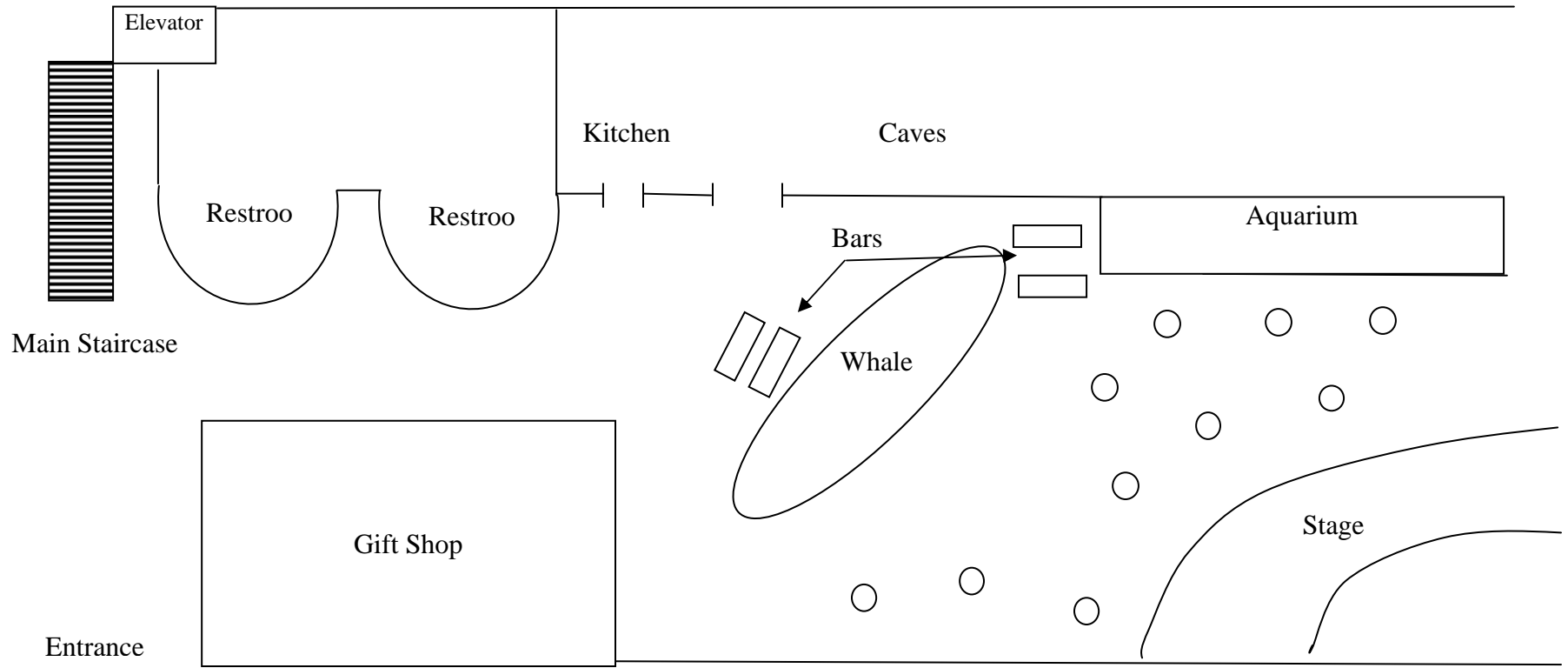
Facility/Venue Challenges:

Security:

Emergency Risk Management:

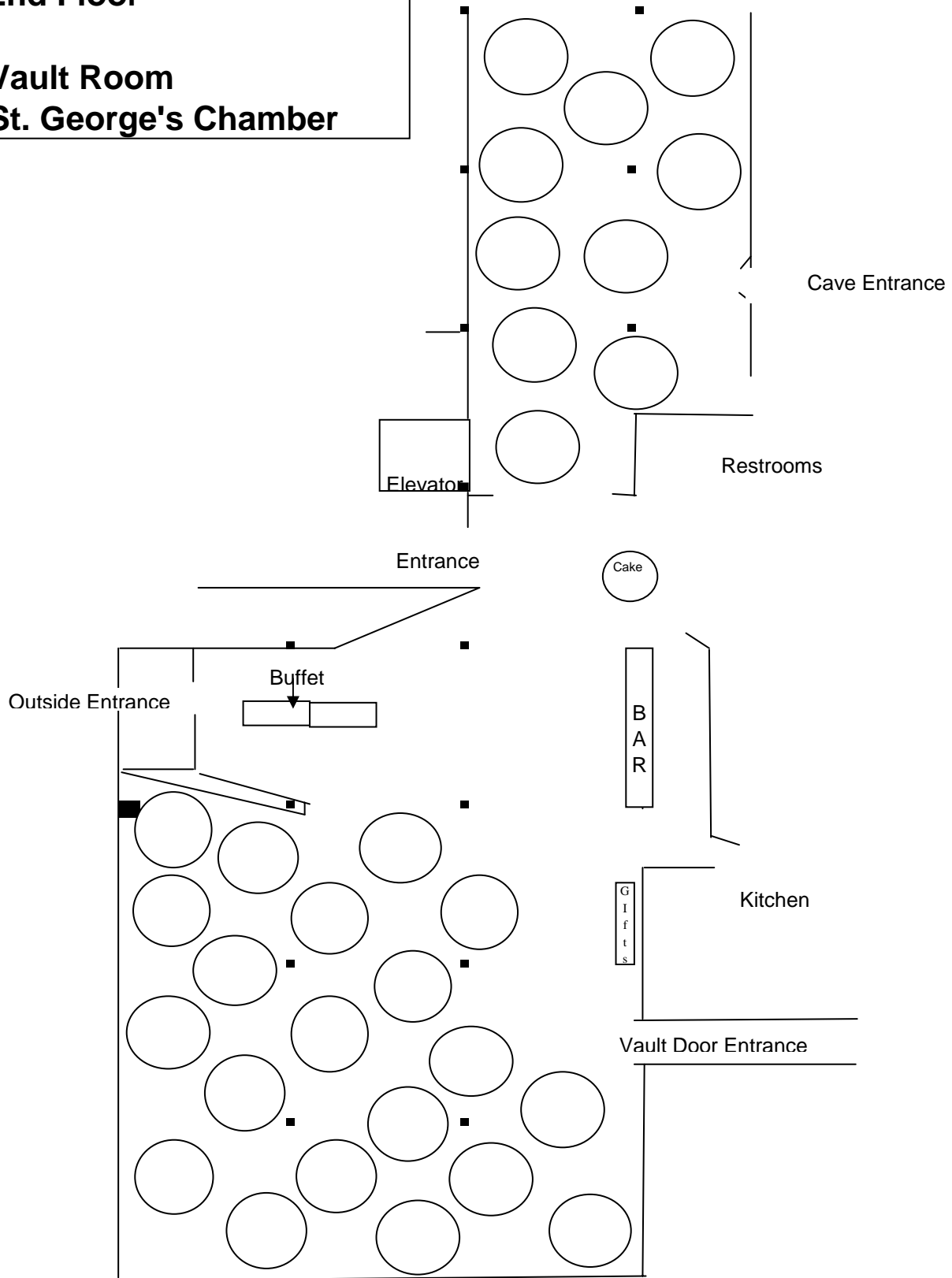
Insurance:

**City Museum
1st Floor**



**City Museum
2nd Floor**

**Vault Room
St. George's Chamber**



**City Museum
3rd Floor
Architecture Hall**

elevator

Entrance

hors d'oeuvre station

Insect Room

interactive stations

standing cocktails

standing cocktails

DANCE FLOOR

cloak room

tables for seating

carving station

cake

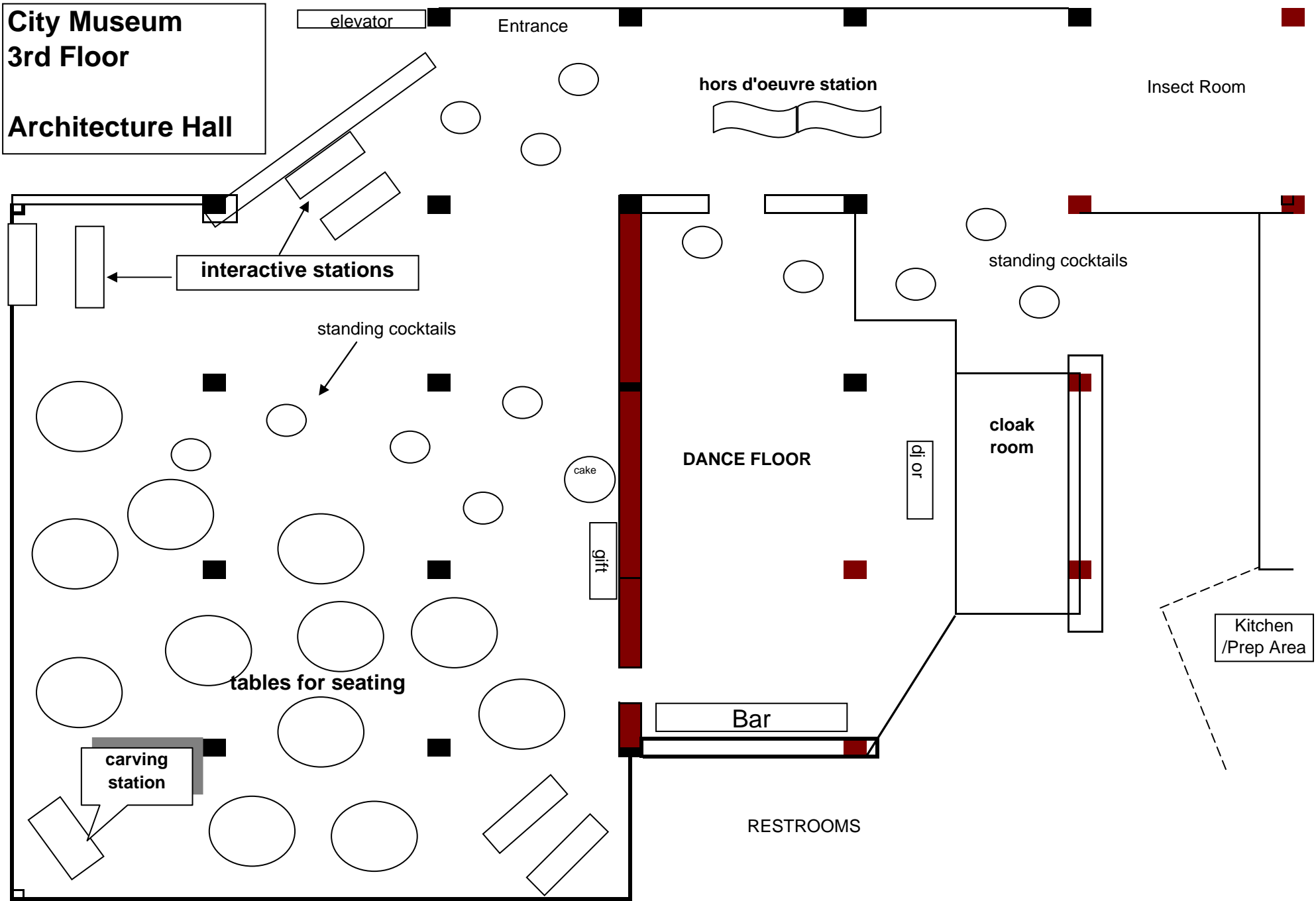
gift

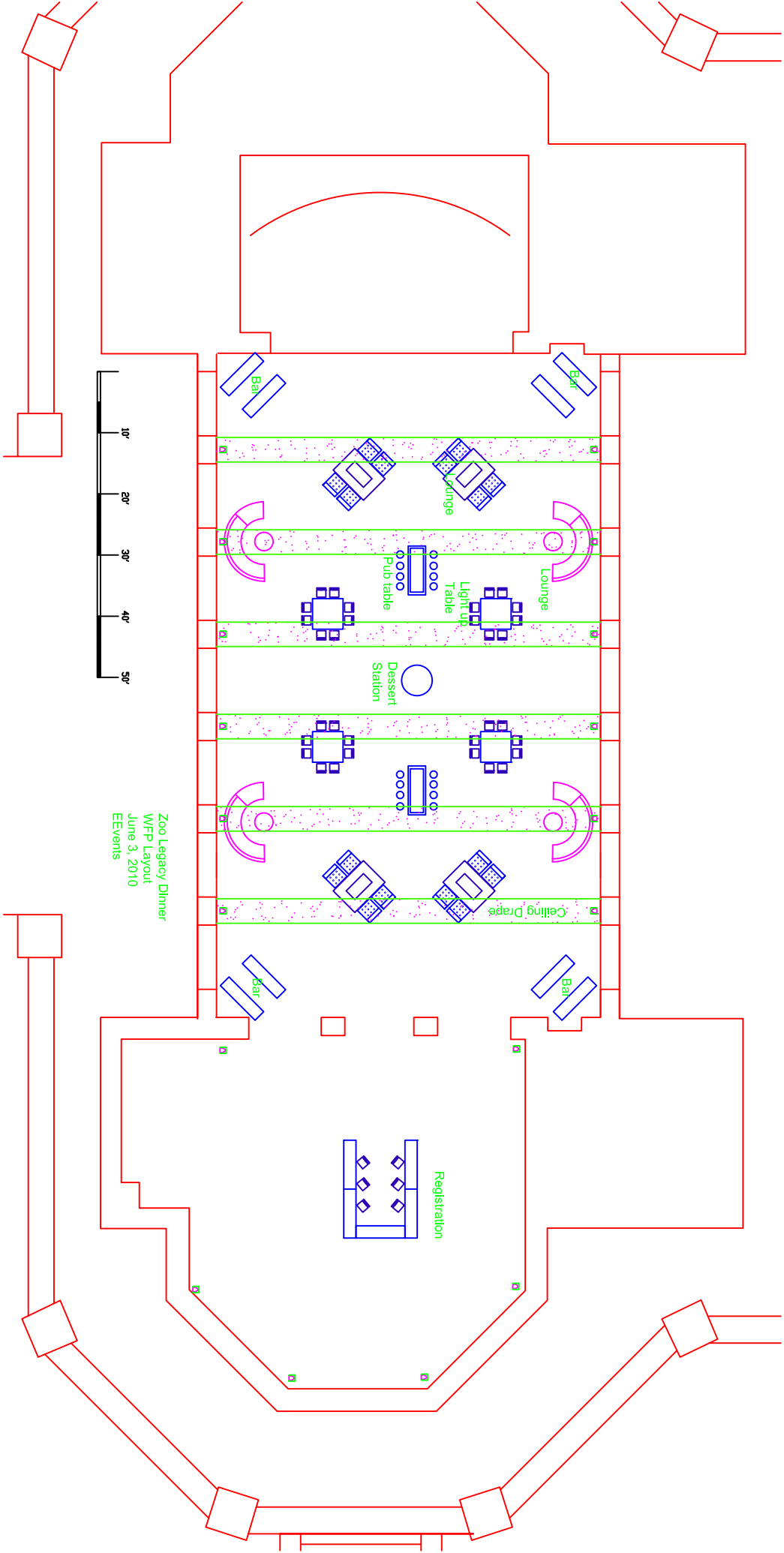
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Kitchen /Prep Area

Bar

RESTROOMS





Zoo Legacy Dinner
WFP Layout
June 3, 2010
EEvents

Bar

Bar

Bar

Bar

Lounge

Lounge

Lounge

Lounge

Pub table

Light up Table

Dessert Station

Ceiling Drape

Registration