



**UPDATED PROGRESSIVE ACCREDITATION SYSTEM  
SELF-ASSESSMENT CHECKLIST  
MICE VENUE (EXHIBITION/EVENT VENUE)**

DOT-SMED-SAF-MFV-002  
Form Series of 2023

TYPE OF MICE VENUE: (Check one)

- Exhibition
- Event - Indoor
- Event - Outdoor

Name of Establishment: \_\_\_\_\_

Name of Exhibition/Event Hall: \_\_\_\_\_

Business Address : \_\_\_\_\_

Tel. No.: ( ) New ( ) Same \_\_\_\_\_

E-mail / Website: \_\_\_\_\_

General Manager: \_\_\_\_\_

<i>Please check on the appropriate box. Do not leave blank boxes.</i>				<i>Please check on the appropriate box. Do not leave blank boxes.</i>				<i>Please continue if compliant with all Regular Accreditation Criteria.</i>			
<b>EXHIBITION VENUE - REGULAR ACCREDITATION</b>				<b>INDOOR EVENT VENUE - REGULAR ACCREDITATION</b>				<b>OUTDOOR EVENT VENUE - REGULAR ACCREDITATION</b>			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
<b>PHYSICAL SETTING - HALL TYPE</b>				<b>PHYSICAL SETTING - HALL TYPE</b>				<b>PHYSICAL SETTING - HALL TYPE</b>			
Exhibition Hall is at least 5 meters in height											
Height is measured from the floor to the lowest part of the roof structure in the exhibition hall.											
Exhibition Hall is at least 1,000sqm											
<b>PHYSICAL SETTING - PUBLIC AREA</b>				<b>PHYSICAL SETTING - PUBLIC AREA</b>				<b>PHYSICAL SETTING - PUBLIC AREA</b>			
The venue is accessible through public or private transportation				The venue is accessible through public or private transportation				The venue is accessible through public or private transportation			
Well-kept, visible and permanently installed signage with Philippine design elements				Well-kept, visible and permanently installed signage with Philippine design elements				Signs and signages are temporarily installed			
Event Name / Details of the event are displayed in clearly visible locations thru wall mounted frames, boards, standees, screens or monitors				Event Name / Details of the event are displayed in clearly visible locations thru wall mounted frames, boards, standees, screens or monitors				Event Name / Details are displayed at the main entrance			
Event announcements/schedules are displayed in the lobby thru boards, standees, screens or monitors				Event announcements/schedules are displayed in the lobby thru boards, standees, screens or monitors				Event announcements/schedules are displayed in the lobby thru boards, standees, screens or monitors			



EXHIBITION VENUE - REGULAR ACCREDITATION				INDOOR EVENT VENUE - REGULAR ACCREDITATION				OUTDOOR EVENT VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
<b>PHYSICAL SETTING - MEETING ROOM'S COMPOUND</b>				<b>PHYSICAL SETTING - MEETING ROOM'S COMPOUND</b>				<b>PHYSICAL SETTING - MEETING ROOM'S COMPOUND</b>			
Support facilities for PWDs and Elderly  • Restroom • Handrails, Grab bars, Ramps, Wheelchair • Parking Space • Priority Lane				Support facilities for PWDs and Elderly  • Restroom • Handrails, Grab bars, Ramps, Wheelchair • Parking Space • Priority Lane				Support facilities for PWDs and Elderly  • Restroom • Handrails, Grab bars, Ramps, Wheelchair • Parking Space • Priority Lane			
Staff are trained to handle PWDs and Elderly				Staff are trained to handle PWDs and Elderly				Staff are trained to handle PWDs and Elderly			
Separate restroom for male and female with provision of clean water, toilet paper and soap				Separate restroom for male and female with provision of clean water, toilet paper and soap				Separate restroom for male and female, within or nearby, with provision of clean water, toilet paper and soap			
Adequate units / cubicles for male and female with provision of clean water, toilet paper and soap				Adequate units / cubicles for male and female with provision of clean water, toilet paper and soap							
<b>PHYSICAL SETTING - FOOD AND BEVERAGE SERVICES</b>				<b>PHYSICAL SETTING - FOOD AND BEVERAGE SERVICES</b>				<b>PHYSICAL SETTING - FOOD AND BEVERAGE SERVICES</b>			
Clean, well-organized and well-kept Food Service/Preparation Area may be set-up with basic amenities				Clean, well-organized and well-kept Food Service/Preparation Area may be set-up with basic amenities				Clean, well-organized and well-kept Food Service/Preparation Area may be set-up with basic amenities			
List of food service providers is available				List of food service providers is available							
<b>PHYSICAL SETTING - VENUE SAFETY/SECURITY/EMERGENCY FACILITIES</b>				<b>PHYSICAL SETTING - VENUE SAFETY/SECURITY/EMERGENCY FACILITIES</b>				<b>PHYSICAL SETTING - VENUE SAFETY/SECURITY/EMERGENCY FACILITIES</b>			
Security arrangement for VIPs											
Visible and permanently installed Emergency / Fire exit signs				Visible and permanently installed Emergency / Fire exit signs				Visible Emergency / Fire exit signs, either permanent or set-up			
Emergency Escape Plan is posted/available in conspicuous locations with designated evacuation area				Emergency Escape Plan is posted/available in conspicuous locations with designated evacuation area							
Availability of professional security guards within the venue premises				Availability of professional security guards within the venue premises				Availability of professional security guards within the venue premises			
CCTV security cameras installed at strategic locations and monitored accordingly with a policy on CCTV playback				CCTV security cameras installed at strategic locations and monitored accordingly with a policy on CCTV playback				CCTV security cameras installed at strategic locations and monitored accordingly with a policy on CCTV playback			
Additional security devices (e.g Walk-in X-ray Machine, Metal detectors)				Additional security devices (e.g Walk-in X-ray Machine, Metal detectors)							

EXHIBITION VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>PHYSICAL SETTING - VENUE SAFETY/SECURITY/EMERGENCY FACILITIES</b>			
Well-stocked First-aid kit with medical supplies such as but not limited to gauze, plaster/bandage, wound spray/cleanser, alcohol, scissors, medicines for allergies, fever, diarrhea, cuts, and wounds etc.			
Temporary or full-time qualified staff available to provide basic first aid during the event			
<b>PHYSICAL SETTING - PARKING/DROP-OFF AND LOADING AREA</b>			
Parking Area			
Designated drop-off & loading area for guests			
CCTV camera or designated security officers at the drop-off & loading area			
Designated space for loading / unloading, with usable trolleys or other equipment/tools to transport venue supplies/ materials/equipment/cargo			
Availability of cargo vehicle parking			
<b>TECHNOLOGY - LIGHTING</b>			
Basic lighting system			
Lighting system is appropriate and can be fully controlled			
<b>TECHNOLOGY - SOUNDS</b>			
Basic sound system			
Public Address System with clear and good quality sound coverage in the entire exhibition hall			
<b>TECHNOLOGY - VISUAL</b>			
Basic visual system			
With the necessary amenity or facility to conduct hybrid /virtual events (e.g., webinars)			

INDOOR EVENT VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>PHYSICAL SETTING - VENUE SAFETY/SECURITY/EMERGENCY FACILITIES</b>			
Well-stocked First-aid kit with medical supplies such as but not limited to gauze, plaster/bandage, wound spray/cleanser, alcohol, scissors, medicines for allergies, fever, diarrhea, cuts, and wounds etc.			
Temporary or full-time qualified staff available to provide basic first aid during the event			
<b>PHYSICAL SETTING - PARKING/DROP-OFF AND LOADING AREA</b>			
Designated drop-off & loading area for guests			
CCTV camera or designated security officers at the drop-off & loading area			
Designated space for loading / unloading, with usable trolleys or other equipment/tools to transport venue supplies/ materials/equipment/cargo			
<b>TECHNOLOGY - LIGHTING</b>			
Basic lighting system			
<b>TECHNOLOGY - SOUNDS</b>			
Basic sound system			
At least two (2) microphones			
<b>TECHNOLOGY - VISUAL</b>			
Basic visual system			
Projector with projector screen			

OUTDOOR EVENT VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>PHYSICAL SETTING - VENUE SAFETY/SECURITY/EMERGENCY FACILITIES</b>			
Well-stocked First-aid kit with medical supplies such as but not limited to gauze, plaster/bandage, wound spray/cleanser, alcohol, scissors, medicines for allergies, fever, diarrhea, cuts, and wounds etc.			
Temporary or full-time qualified staff available to provide basic first aid during the event			
<b>PHYSICAL SETTING - PARKING/DROP-OFF AND LOADING AREA</b>			
Designated drop-off & loading area for guests			
CCTV camera or designated security officers at the drop-off & loading area			
<b>TECHNOLOGY - LIGHTING</b>			
<b>TECHNOLOGY - SOUNDS</b>			
At least two (2) microphones			
<b>TECHNOLOGY - VISUAL</b>			

EXHIBITION VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>TECHNOLOGY - POWER AND AIR-CONDITIONING SYSTEM</b>			
Availability of Electrical outlets and extension cords for the event attendees			
Availability of Universal plugs			
Back-up generator capable of functioning immediately after power outage (within 20 seconds)			
Functional air-conditioning / ventilation system sufficient to the room size and capacity of the venue			
<b>TECHNOLOGY - SECRETARIAL SERVICES</b>			
Documentation Service (Photocopy, scan and print services) on-site or available upon request			
High speed internet connections and Wi-Fi access throughout the room/hall/event area			
<b>SERVICE - BUSINESS PRACTICES</b>			
Brochure or any other printed material providing information on the venue set-up, capacity, floor plan of the meeting room / event venue			
Online page / official website providing comprehensive information on the venue set-up, capacity, floor plan, facilities and services offered			
Dedicated team / staff to handle venue-related concerns			
Customer feedback system/service evaluation			
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			
Inquiries / Bookings are handled hassle-free			
Staff are warm and friendly			
Staff are sensitive to the guest needs			
Staff initiate and engage in natural and friendly conversation			
Operation is dependable i.e. services delivered when and as promised			

INDOOR EVENT VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>TECHNOLOGY - POWER AND AIR-CONDITIONING SYSTEM</b>			
Availability of Electrical outlets and extension cords for the event attendees			
Availability of Universal plugs			
Power generator can be arranged, in case needed with space for installation			
Functional air-conditioning / ventilation system sufficient to the room size and capacity of the venue			
<b>TECHNOLOGY - SECRETARIAL SERVICES</b>			
Documentation Service (Photocopy, scan and print services) on-site or available upon request			
High speed internet connections and Wi-Fi access throughout the room/hall/event area			
<b>SERVICE - BUSINESS PRACTICES</b>			
Brochure or any other printed material providing information on the venue set-up, capacity, floor plan of the meeting room / event venue			
Dedicated team / staff to handle venue-related concerns			
Customer feedback system/service evaluation			
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			
Inquiries / Bookings are handled hassle-free			
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Staff initiate and engage in natural and friendly conversation			
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OUTDOOR EVENT VENUE - REGULAR ACCREDITATION			
	YES	NO	REMARKS
<b>TECHNOLOGY - POWER AND AIR-CONDITIONING SYSTEM</b>			
Power generator can be arranged, in case needed with space for installation			
<b>TECHNOLOGY - SECRETARIAL SERVICES</b>			
Documentation Service (Photocopy, scan and print services) on-site or available upon request			
<b>SERVICE - BUSINESS PRACTICES</b>			
Brochure or any other printed material providing information on the venue set-up, capacity, floor plan of the meeting room / event venue			
Dedicated team / staff to handle venue-related concerns			
Customer feedback system/service evaluation			
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			
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	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>				<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>				<b>SERVICE - SERVICE, HOSPITALITY, EFFICIENCY &amp; FRIENDLINESS (SHEF)</b>			
Staff are knowledgeable about facilities, services and current activities around the establishment / area				Staff are knowledgeable about facilities, services and current activities around the establishment / area				Staff are knowledgeable about facilities, services and current activities around the establishment / area			
Staff are courteous and respectful				Staff are courteous and respectful				Staff are courteous and respectful			
Guests requests are received pleasantly and accommodated promptly				Guests requests are received pleasantly and accommodated promptly				Guests requests are received pleasantly and accommodated promptly			
Guest feedback mechanism in place				Guest feedback mechanism in place				Guest feedback mechanism in place			

**CONFORME**

This is to signify my intent to apply for Regular Accreditation.

I understand that my Self-Assessment Rating is not yet final and an Inspection Team from the DOT shall conduct an actual assessment of my property to validate my rating.

\_\_\_\_\_ (signature over printed name of Authorized Representative)

\_\_\_\_\_ Date