

MEETING SPECIFICATIONS OUTLINE

Name of Meeting	
Preferred Meeting Dates	
Alternative Dates	
Preferred Meeting Location	
Alternative Locations	
Hotel Type (i.e. 3 star)	
Room Rate Budget	
Attendees <i>(Who will be invited to attend)</i>	
VIPs <i>(How many VIPs will attend)</i>	

Guest Room Block: *Please list below the day, date and number of rooms you need for each day.*

Day(s)	Date(s)	No. of Room Nights	Singles or Doubles

Program: *Please list below the program that you are going to have during this meeting per day.*

Date	Time	Event	Number of Attendees	Requirements

Special Concessions *(Please list any and all concessions you would like to request from the hotels)*

Audio Visual *(Please list any A/V needed for the meeting)*

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Recreation *(Please list any entertainment / outside activities that you will host during the meeting)*

Entertainment *(Please list any entertainment / outside activities that you will host during the meeting)*

Transportation *(How many attendees will need transportation during the meeting – to and from airport?)*

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History *(Please list at least (3) facilities that you have held your meetings in the past).*

Dates	Hotel	Location	No. of Attendees