

(template only)

HOTEL SEARCH FACT SHEET / INFORMATION COLLECTION TOOL

Name of Facility: _____ Date: _____

Phone#: _____ Sales Representative: _____

Convention Needs:

1. Convention Dates: _____
2. Divide number of expected Attendees by 2.4 to determine the approximate number of sleeping rooms needed.
3. Banquet Attendees: _____
4. Brunch Attendees: _____

Pertinent Data from Hotel:

1. General Information
 - a. Size (number of rooms): _____
 - b. Conference Space: _____
 - c. Recreational Facilities: _____
2. Rooms
 - a. Best Rates:
 - i. Single _____
 - ii. Double _____
 - iii. Jr Suite _____
 - iv. Suite _____
 - b. Rates guaranteed for one week before to one week after convention:
_____ Yes _____ No
 - c. Maximum number of persons per room permitted _____
 - d. Check in and out times: In: _____ Out: _____
3. Banquet and Brunch
 - a. Banquet:
 - i. Price per person inclusive (Tax and Gratuities) _____
 - b. Brunch:
 - i. Price per person inclusive (Tax and Gratuities) _____
 - c. Snack Services: _____
 - d. Coffee Shop Occupancy: _____
 - e. Complimentary breakfast for hotel guests: Yes No
4. Meeting Room Needs
 - a. Space for 24 hour marathon meeting
 - b. Space for additional eight meetings per day

(template only)

- i. Friday: Registration / Welcome / Marathon meeting: Yes No
 - ii. Friday: Approximate # of hotel rooms _____
 - iii. Saturday: Approximate # of hotel rooms _____
 - c. Complimentary (no cost) meeting space? Yes No
 - i. How. many registrations needed?
 - d. Hospitality Suite? Yes No
 - i. How many registrations needed?
 - e. 5. Dance Space? Yes No
 - i. To facilitate how many?
 - ii. Both Friday and Saturday nights?
 - iii. Curfew?
 - f. Registration booth/room? Yes No
5. Miscellaneous Needs
- a. Coffee Needs
 - i. Cost per person: _____
 - ii. 24 hours a day? Yes No
 - iii. Replenishing/Resupply Commitment: Yes No
 - b. Pool Hours
 - i. Thursday--Sunday
 - ii. Whirlpool? Yes No
 - c. Parking
 - i. Valet available or required? Yes No
 - ii. Free and adequate space available? Yes No
 - iii. Parking Costs
 - d. Complementary/Discount Attraction Passes? Yes No
 - i. Buses and Transportation available to attractions? Yes No
 - e. Lobby Meeting Privileges? Yes No
 - f. Free Shuttle Service to/from Airport? Yes No

6. General Notes/Comments: _____

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ARSCNA Convention Bid Proposal Form

Name of Host Area

Proposed Theme for Convention

Possible theme graphics, merchandising ideas, etc.

Proposed facility (name, address, phone, web site)

Description of location(s) (nearby highways, nearby attractions or features)

Basics of location(s) (# of rooms, types of rooms, price per room and/or per person, banquet prices, other facility charges – like coffee, taxes, etc.)

Room sizes and prices for meetings, workshops, entertainment, etc.

Special amenities offered (Pool? Restaurant? Activities for Children? Karaoke? Casino? Bar?)

Name (first and last), clean date, phone, and email of Host Committee:

Chairperson _____

Vice-Chair _____

Treasurer _____

Secretary _____

(Be sure to attach service resumes of Chair and Vice-Chair on separate pages)

(template only)

SAMPLE ARSCNA Convention Bid Proposal Form

Name of Host Entity

Who Needs A Hug? Group

Relation to the Upper Midwest Region within the service structure

Our meeting is a member of the Hugabunch Area Service Committee

Proposed Theme for Convention

Dealing With Adversity

Possible theme graphics, merchandising ideas, etc.

Imagery of the Vikings 1999 play-off loss to Atlanta Falcons. Might sell t-shirts, mugs, and hankies to cry in.

Proposed location(s) (name, address, phone, web site)

Fictitious Hotel, 1122 3rd St S Recoveryville

Description of location(s) (nearby highways, nearby attractions or features)

On Highway 2 - 40 miles east of Whatsit, ND. It's the Geographic Center of the NA Universe!

Basics of location(s) (# of rooms, types of rooms, price per room and/or per person, banquet prices, other facility charges – like coffee, taxes, etc.)

100 rooms with cable TV, no suites, \$80/night, up to four to a room, \$20 all-you-can-eat prairie dog buffet – or \$18 per plate dinners, \$20 for a 100 cup urn of coffee, city hotel tax of 15%.

Room sizes and prices for meetings, workshops, entertainment, etc.

There is a 100 x 60 foot ballroom with dance floor on one end for speaker/banquet/dance and three 20 x 20 foot conference rooms for workshops, vendors/merchandise, and marathon meetings. \$100 a day to use all meeting spaces.

Special amenities offered (Pool? Restaurant? Activities for Children? Karaoke? Casino? Bar?)

The hotel has a pool *and* a pond, a barber shop, and a video game arcade. There is a bar with casino, but it has a separate entrance from the hotel, so it shouldn't be much of a problem.