

## Facility Fact Sheet

Date: \_\_\_\_\_

Name, City and State of Facility: \_\_\_\_\_

Bid Committee Name and Contact info: \_\_\_\_\_

Facility Sales Representative and contact info: \_\_\_\_\_

### Convention Needs:

1. Beds available (single, double, triple and quad) \_
2. Linen package cost \_\_\_\_\_.
3. Meal packages expected (included with registration):
4. Individual Meal Packages expected:
5. Dates: \_\_\_\_\_

### Pertinent Data from Facility:

A. General Information (include Floor Plan w/ capacities and sales/media package)

1. Size (number of meeting rooms): \_\_\_\_\_
2. Conference Space (Describe):
  
3. Recreational Facilities (Describe):

B. Sleeping Rooms:

1. Best Rates:
  - a. Single:.
  - b. Double:.
  - c. Triple: \_
  - d. Quad: \_

C. Meal Packages (est.)

1. Price per person inclusive (Tax & Gratuities) Breakfast:
2. Price per person inclusive (Tax & Gratuities) Lunch:
3. Price per person inclusive (Tax & Gratuities) Dinner: \_
4. Snack Services:
  
5. Coffee Shop Occupancy:

D. Meeting Room Needs

1. Describe space/room for the 24-hour marathon meeting:
  
2. Describe space/room for Registration: \_

3. Describe space/room for Merchandise, Taping and Committee offices: \_\_\_\_\_

4. Hospitality Room capacity and amenities:
5. Dance floor and space, Comedy Show space:
6. Space for 3 meetings per day:
  - a. Friday: Approximately 3 rooms 40 to 80 ppl. Opening meeting 200+, Dinner.
  - b. Saturday: Approximately 3 rooms, 80-120 ppl., throughout day. Three meals. Bid Meeting Room (300+), Main Meeting (500 – 1000)
  - c. Sunday breakfast and closing meeting.

Miscellaneous:

Pool/recreation (volleyball, softball, etc), facility, Day Use

- a) Describe
- b) Hours?
- c) Fee?
- d) Supervision needed and cost?

Golf Carts available (cost)?

Parking

- a) Free and adequate? (cost?)
- b) Valet available?

Public Access

- a) Describe mass transit access
- b) Describe local attractions (discount passes available?)

General Notes/Additional Information:

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