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:

_____________________________