



6927th Radio Squadron Mobile Alumni Reunion Hotel Contact Summary

_____ (Reunion Year)

PROPOSED SITE: _____ (City) _____ (State) _____ (Country if not USA)

PROPOSED BY: _____ (Name)

_____ (E-Mail) _____ (Phone)

The purpose of this form is to determine whether a property can provide the facilities we need for our reunion and obtain SPECIFIC contact information that the committee will need in order to follow up.

Besides the sleeping rooms, we need a place ON-SITE to hold the banquet, a room to hold the general membership meeting and a facility to serve as the hospitality room. Once it has been determined that a property is at least equipped to accommodate our basic needs, the committee will contact the property to negotiate the specifics and prices. Your job is to find places where we can actually hold the reunion. And see if the room rate is within our limits.

Property Name: _____ Spoke To: _____

Type Of Property: Hotel, Motel, Resort, Other

Street Address: _____ Phone _____ E-Mail _____

How Many Guest Rooms: _____ Year Built Or Underwent Last Major Remodeling: _____.

What is the maximum they can seat in their banquet room if it is set up with 60-inch round tables, a head table for 10 and a buffet serving line? _____

Are banquets done by the hotel's own banquet staff and meals prepared on site?

Is a securable room to be used for the hospitality room throughout the reunion available? _____(y/n)

Are they willing to allow us to hold a block of rooms up to 14 days prior to the reunion without charge as long as the unbooked rooms are released by that date? _____(y/n)

What is the total additional charge for sales and occupancy taxes per room per night? _____% + \$_____.

Will they allow attendees to book rooms for 3 nights before and/or 3 nights after the nominal time of the reunion at the stated reunion rate? _____(y/n).

Does the quoted rate include breakfast? _____(y/n) What kind? _____?

Does the hotel provide complementary or discounted transportation to and from the local airport? _____(y/n).

How much is the one-way fare if it is not complementary? \$_____.

SEE ADDITIONAL NOTES ON Page 2.

Additional Notes

There are certain details that the committee will ask for in negotiating with a hotel. Therefore, you should be aware of them and be up front with the hotel because they may need to know these items in figuring the rate to charge for our rooms and other amenities.

Remember that you are just the advance man. The actual negotiation for prices and amenities to be included will be done by the committee. Make no commitments and make it clear to anyone you talk to at the hotel that you aren't at liberty to commit to anything. Leave that to the committee. They have long experience in doing this and they know the ropes.

Here are the items you should be aware of:

1. Complimentary use of a room for a hospitality room .
It has to be a room that we can secure when we aren't there and have exclusively for our use from the evening we check in until checkout time the morning after the banquet. We need to know it's size (length x width rather than sq feet) and any equipment or amenities that come with it such as wet bar, refrigerator, etc.
2. No restrictions on or charges for bringing in our own snack items (pretzels, chips and dip, cheese and crackers, etc) and beverages **INCLUDING ALCOHOL** for the hospitality room. We will restrict consumption to inside the hospitality room. In recent years, we have gone non-alcoholic.
3. Complimentary room for the reunion coordinator for the duration of the reunion based on the number of paid room nights booked. A room night is one room multiplied by the number of nights occupied by a reunion attendee. Thirty rooms booked and each occupied for 4 nights comes to 120 room nights.
4. No separate charge for use of the banquet room if more than a specific number of meals served. If there is a charge, can they factor it in to the price of the meal?
5. Standard block reservation practice. Hotel sets aside a block of "X" number of rooms for us up until 30 days prior to reunion check in date at no charge to the reunion. If they are willing to come in closer (21 or 15 days before), that's a plus. In any case, they won't hold us responsible for any unsold blocked rooms as long as we turn them back in by the cutoff date.
6. In any case, if any complimentary items are contingent on the number of paid room nights, then we expect them to prorate the charges based on how many room nights sold.

If you can, try to get some ideas as to what the hotel's banquet department (or outside caterer if they use one) can do for us in the way of a banquet. The preferred mode is a buffet with two entree items. We have been able to get fairly nice ones at \$25-\$30 per person. We wouldn't rule out a served meal with choice of 3 entrees if the price is competitive.

Quite often, they have sample menus they can provide. If they do, by all means send them along with the other information you gather.

If you have any questions or if you need guidance of any kind, don't hesitate to call on the committee for help.

Contact

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