

**HOST HOTEL REQUIREMENTS**

**It is requested that hotel owners/management be willing to make an investment in their employees by placing them on the clock for the time required in the classroom. This insures the employee’s participation in the program that is being brought to them, as well as you, through the investment made by the Alabama Tourism Department.**

**MEETING ROOM (if available):**

* Complimentary meeting facilities to accommodate up to 20 people.
* Classroom style seating arrangement – 2 per table

Note: Plenty of space should be available in the meeting room to accommodate several small group projects, gamification and role playing. Wall space for post it posters.

* Complimentary AV/Screen/Projector equipment or large screen Smart TV and internet connection.
* Space for Break

**ACCOMMODATIONS:**

* A room rate of $125 + taxes.
* A block of 3 rooms for two nights for the trainers. Each are responsible for booking and payment of their rooms at the $125 + tax rate.
* A block of 20 rooms for one night (not including trainers) be placed on a master bill.
	+ Note: a rooming list will be provided one week prior to arrival. The rooming list is generated by the GM on behalf of their staff or by the staff who has been directed to register for the training.
	+ A release date one week prior to arrival.

**FOOD and BEVERAGE:**

* Up to 20 people
* Refreshment breaks items $15.00++ per person per break (Day one 2, Day two – 1)
* 1 breakfast (2nd day) $15 per person ++ (if not included in room rate) plus

Trainers will require breakfast both days

* 2 lunches (Monday/Tuesday) $25 ++ per person - per lunch
	+ Can be separate room or can take place in meeting room if sufficient space
* Reception $50 ++ per person
	+ Location could be attraction, art gallery, museum, etc.

**BILLING:**

* *Payment is requested for direct bill so that payment can be processed from the special grant account.*
* Lodging (except for trainers who will handle directly) and meals should be master billed. No alcoholic beverages or guest room incidental charges.

**MISCELLANEOUS:**

Assist the planner by providing information for the planner regarding the following:

* Securing participation from the following in addition to host chamber or tourism organization:
	+ a city/county representative (Mayor, City Council President, etc.) to welcome the group on opening morning.
	+ First night reception - someone from the area’s hospitality industry etc., that has a success story to tell regarding their career in the tourism industry.
	+ A city/county representative and/or community college (Mayor, City Council President, CC President, or professor) to assist in presenting the graduation certificates/pins.