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
  
  Note: Plenty of space should be available in the meeting room to accommodate several small group projects, gamification and role playing.
- Complimentary AV/Screen/Projector equipment or large screen smart TV and internet connection.

ACCOMMODATIONS:

- A room rate of $100 inclusive of all taxes and fees.
- A block of 5 rooms for two nights for the trainers. Each are responsible for booking and payment of their rooms at the $100 inclusive rate.
- A block of 16 rooms, one night, for 15 trainee participants and one trainer to be placed on a master bill. Payment is requested for direct bill so that payment can be processed from the special grant account.
  
  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
- Breakdown
  
  3 refreshment breaks (Monday AM/PM, Tuesday AM) $10 inclusive per person
  1 breakfast (Tuesday) $10 per person
  2 lunches (Monday/Tuesday) $15 per person, per lunch
  1 dinner (prefer off property) $50 per person