**Group/Event Inquiry Sheet for Front Desk**

Name of Front Desk Agent: Today’s Date:

Name of Person Inquiring:

Contact Info (need at least one): Phone: Email:

Type of Event/Title of Event:

Event Date(s):

Dates Flexible? (circle one): Yes No Number of People Attending (approx):

Sleeping Rooms Needed? (circle one): Yes No

 Check-In Date: Check-Out Date:

 Number of People Needing Sleeping Rooms (approx):

Purpose of Event/Special Needs:

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

*Please put completed form in Michelle’s mailbox. The sales team will complete the rest of this form.*

Description of Event:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Event | Set Up | Number of People |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

A/V Needs:

History:

Returning client? Yes No When:

If no, how did they hear about us?

What does this company/organization do?

What is the contact person’s role within the organization?

Budget: Program’s Worth, Rates, Dates, Space

Competition: What other hotels are they considering?

Our strength over competitors: