



Meeting Details Form

Planning a meeting can be time-consuming. Our goal is to simplify the process for you and ensure that all goes smoothly. If you will take a minute to complete this form and return to us, we will work on the logistics. We look forward to working with you on a successful meeting!

Meeting Date(s): _____

The two day course starts promptly at 9 am and ends at 5 pm both days.

Registration/Breakfast/Networking begin at 8:30 am each morning.

Please allow 30 minutes at the end of both days for CRS testing.

Host Details

Organization: _____

Contact: _____ **Title:** _____

Phone: _____ **Fax:** _____

Email Address: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Attendees

Number of Attendees Expected: _____

Description of those attending: _____

Meeting Location

Meeting Facility Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Trainer Accommodations

Name of Hotel where trainer will stay: _____

Hotel Address: _____

Phone: _____ Fax: _____

Reservation Confirmation: _____

Closest Airport: _____

Transportation between Airport / Hotel / Meeting Facility: _____

Time between Hotel and Airport: _____

Please Note:

Hotel Sleeping Room Request

Contract asks that the client make hotel room reservation.

Non-smoking hotel room away from elevator, ice and vending machines would be greatly appreciated. Also, please alert the hotel that trainer may require an early check in. Remember that if you have a hotel food function, often the hotel will provide a room for the speaker at no cost. Be sure to ask, when you schedule your function.

Airfare Information

Please note: Airfares have risen substantially. Our policy is to purchase airline tickets only after we have received a signed agreement and deposit confirming the date. Confirming your date by forwarding your deposit and signed agreement as soon as possible will help to ensure that we can obtain the best airfare for you.

Additional Details

Who will introduce Laurie? _____

Special Requests or Instructions for Laurie: _____

What is important about your group and market that we need to know? _____

Needs Assessment

The Information provided below will to help us in making your program more successful.

Your meeting will be a success if what three things happen?

How can Laurie best help you achieve your goals for the program?

What does Laurie need to know about your audience?

Please send company newsletters, materials and/or website which will give the trainer insight into your firm and help her customize the program to better meet your needs.

Please return this completed form to:

The Institute for Luxury Home Marketing

1409 S. Lamar, Suite 215

Dallas, TX 75215

Phone: 214-485-3000

Fax: 214-485-3310

Facility and Audio Visual Equipment Needs

*Please provide a copy of this form to the Meeting Facility.

Meeting: _____

Contact: _____

Phone: _____

Date: _____

Speaker: _____

Contact Information:

The Institute for Luxury Home Marketing
1409 S. Lamar, Suite 215
Dallas, TX 75215

Phone: 214-485-3000

Fax: **214-485-3310**

Meeting Room Set Up Request

- ❖ LCD Projector (Compatible with IBM R40 Laptop).
- ❖ Center Set-Up-Screen centered in room.
- ❖ Cordless clip-on microphone or clip-on microphone with long cord.
- ❖ Chair Set-Up-Classroom (For large audiences, theatre style is fine). Round tables for program centered around a meal.

**IF audience exceeds 100 people:

- ❖ Screen and small table should be set up on a riser centered in the front of the room.
- ❖ The larger the audience, the higher the riser.
- ❖ Please have LCD projector far enough away from the screen to project large images.
- ❖ Since visuals will be used, it is desirable for the meeting room to have a ceiling height of at least 10 feet. Otherwise, it is difficult for those in the back of the room to see the bottom of the screen.