

## We are looking for a hotel for RG 2010. Got something in mind?

If you have a hotel in mind that you think would make a great location for an RG, check it out. Just call or better yet, go in and see the sales coordinator. Tell him/her that you represent the local chapter of Mensa and that their hotel is being considered as a location to host the event. We expect 150 or so people to attend and the RG will run from noon Friday to noon Sunday. Not all will stay at the hotel, but those who do may book 100 or more room nights. Be sure to tell them that you are gathering information and cannot commit the organization, but the information you receive will be important in the final decision.

Date you spoke with hotel: \_\_\_\_\_

Name of hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Name of sales coordinator: \_\_\_\_\_

Phone number/s: \_\_\_\_\_

How many conference rooms or suites are available? \_\_\_\_\_

We would like a minimum of 5 – more would be better

How much do the conference rooms / suites cost? \_\_\_\_\_

What size/s are the rooms? \_\_\_\_\_

Can they be partitioned? \_\_\_\_\_

Can we do our own food service? \_\_\_\_\_

This is important. If the answer is 'no' it may disqualify the hotel.

If not, what do they charge? \_\_\_\_\_

Can we serve our own alcohol? \_\_\_\_\_

This is important. If the answer is 'no' it may disqualify the hotel.

If not, what do they charge? \_\_\_\_\_

Is there a special room rate for our guests?                      Cut off date? \_\_\_\_\_

What is the rate?                      Single:                      Double: \_\_\_\_\_

Can we have a complimentary room for RG use? \_\_\_\_\_

Can we be in an area (wing) all by ourselves? \_\_\_\_\_

Is there a pool or are there other recreational areas? \_\_\_\_\_

If so, can we have exclusive use for a period of time? \_\_\_\_\_

Parking? \_\_\_\_\_

Anything else that may be helpful. \_\_\_\_\_

Write everything down. Get brochures, advertisements, and business cards. Get phone numbers. Get the price of everything so there are no surprises. Find out about discounts. Record any information that might be special to that hotel. Attach anything at all that you feel could make that hotel a good choice. Use additional paper if necessary. Tell them someone will contact them.

Mail to: Nick Errede, 50 Colt St, New Britain, CT 06052 or call (860) 229-2179

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