

New Meeting Request Form

Thank you for choosing HelmsBriscoe! To help us get started, please fill out as many details as possible for your meeting or event below and return this document to your HelmsBriscoe representative. We look forward to working with you!

Requester Information

Organization Name	
Contact Name & Title	
Email	
Phone Number	
Fax Number	
Country	

Meeting/Event Information

Meeting Name	
Dates	Check-in: Check-out: Alternate dates: Flexible dates? Yes No
Destinations	First Choice: Second Choice: Third Choice: Search all? Yes No
Estimated # Attendees	
Room Rate <small>(budget per night)</small>	
Contract Signer/ Contract City	

Hotel Preferences	<p>Preferred Star Rating:</p> <p>Preferred Property Type:</p> <p>Max distance from airport:</p> <p>Preferred Hotel Brand/s:</p>																																																								
Event Needs	<p>Sleeping Rooms? Yes No Meeting Space? Yes No</p> <p>Food & Beverage? Yes No</p> <p style="padding-left: 20px;">- Food & Beverage Budget:</p> <p>Audio/Visual Requirements:</p> <p style="padding-left: 40px;">Internet Sound LCD Panel Microphone Stage Telephone</p> <p style="padding-left: 40px;">Onsite Technician Projector Walkie Talkie Screen Rear Screen</p> <p style="padding-left: 40px;">TV/DVD/VCR Pens & Pads Flip Charts Special Lighting</p> <p style="padding-left: 80px;">Other:</p> <p>Recreational Activities?</p> <p style="padding-left: 40px;">Beach Bicycling Boating Fishing Fitness Center Golf</p> <p style="padding-left: 40px;">Horseback Riding Nature Walks Skiing Spa Swimming Team Building</p> <p style="padding-left: 80px;">Tennis Tours</p> <p style="padding-left: 80px;">Other:</p>																																																								
Hotel Room Block	<p>Reservation Method?</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 12.5%;">Date</th> <th style="width: 12.5%;">Singles</th> <th style="width: 12.5%;">Doubles</th> <th style="width: 12.5%;">Suites</th> <th style="width: 12.5%;">Staff</th> <th style="width: 12.5%;">Other</th> <th style="width: 12.5%;">TOTAL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="5" style="text-align: right;">TOTAL</td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="margin-top: 10px;">Additional Notes:</p>	Date	Singles	Doubles	Suites	Staff	Other	TOTAL																																											TOTAL						
Date	Singles	Doubles	Suites	Staff	Other	TOTAL																																																			
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Meeting Agenda							
	Date	Start Time	End Time	# Attendees	Function	Setup	24-Hour Hold
Additional Notes:							
Billing Method							
		Room & Tax	Meeting Costs	F&B	Incidentals	Gratuities	Recreation
	Master Account						
Individual Account							
Final Notes/ Comments							