



# THALLO

Category of Hotel (3,4 or 5-star, luxury) \_\_\_\_\_

Specific Hotels, Chains, or Brands to be Sourced? \_\_\_\_\_

If Cruise: Luxury, Premium, Contemporary; Any Preferred Cruise Lines, Ships, or Itineraries, \_\_\_\_\_

## Hotel & Room Block Needs

Date/Day	Single Occupancy	Double Occupancy	Double Bedded	Suite	Staff	Total Rooms Per Day

Method of Reservation:      Rooming List       Hotel Web Link       Online Event Registration

If Online Event Registration is needed, do you need us to provide this function?      Yes       No

Is 30 days prior to group arrival a workable cut-off date?      Yes       No       Other \_\_\_\_\_

If we are able to achieve a more favorable attrition policy by releasing rooms at incremental periods, would that help?      Yes       No

If you're the answer is "yes" to the above question, do you have a booking pace history that would assist in determining the best dates to drop rooms?      Yes       No

*Please include load in and load out, office, storage space, pop-up meetings, group meal functions, etc.*

## Function Space Needs

Day	Event	Time	Number of People	Setup	Sq. Ft.	Other

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Do you use a preferred production or A/V Company?  Yes  No Name: \_\_\_\_\_

How many delegates will be attending and how many devices will they be using? \_\_\_\_\_

Will you need dedicated Wi-Fi for your event?  Yes  No

Will you have a collaborative platform with document and video sharing?  Yes  No

Will speakers be using real-time polling or document sharing?  Yes  No

Will you be using an event app?  Yes  No

## Budget

Budget Per Room and/or Per Person: \$ \_\_\_\_\_ Preferred F & B Guarantee: \$ \_\_\_\_\_

Do you need an Air Analysis?  Yes  No

If yes, what major gateways are participants coming from? \_\_\_\_\_

Would you like us to manage your air?  Yes  No

What components do you want us to cost?  Air  Hotel  F&B  Speakers  A/V  Décor  Entertainment  Transfers  Other

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What is your budget for the items checked? \_\_\_\_\_

## Decision Factors

Most important factors in the decision-making process?  
(Rank in order of most importance to least importance)

Safety <input type="checkbox"/>	Air Accessibility <input type="checkbox"/>	Budget <input type="checkbox"/>	Destination <input type="checkbox"/>	Attractions <input type="checkbox"/>	Meeting Space <input type="checkbox"/>	Climate <input type="checkbox"/>
Visa Requirements <input type="checkbox"/>	Beach <input type="checkbox"/>	Spa <input type="checkbox"/>	Golf <input type="checkbox"/>	Brand <input type="checkbox"/>	Hotel Rating <input type="checkbox"/>	Weather <input type="checkbox"/>

Other: \_\_\_\_\_

Challenges from previous programs that should be taken into consideration? \_\_\_\_\_

Required Attachments/Information:  
(Menus, Sales Kit, Capacity Charts, A/V Pricing, Etc.) \_\_\_\_\_

Other Key Decision Factors/Needs: \_\_\_\_\_

I agree to the following terms and conditions: I understand Thallo, LLC is compensated for its service by the Hotel. There is no charge to me or my company for this service nor have prices been inflated to cover the fee. This compensation is payable as a marketing fee for placing the meeting at the selected Hotel and no further services are required by Thallo, LLC. Once we begin the process you agree the placement fee for the booking is non-cancelable and non-transferrable to any other party.