|  |  |
| --- | --- |
| **Client Information** |  |
| Entity / Property / Brand |  | Submitted on: |
| Primary Contact |  |  |
| Contact phone |  |  |
| Mailing / Billing Address |  |  |
|  |  |
| Contact email |  |  |
| **Workshop requested** |  |
| Approx date of workshop |  |  |
| Requested topics | EX: social media strategy, content planning, vetting influencers... |  |
| Intensive focus request? | list topic or N/A |  |
| One-on-one sessions? | Short consultation meetings with workshop team | Yes / No |
| **Networking Events** | **Interest** |
| Pre-event dinner | Hosted / arranged in partnership with sponsor - night before |  |
| Opening dinner |  |  |
| Group Fam Tours | Pre / Mid / Post workshop tours - to be discussed |  |
| Group Lunch | REQUIRED both days |  |
| **Suggested Activations** |  |  |
| Waste-free useful swag | Welcome bundle with branded notepad/ zero single use plastics |  |
| Locally sourced cocktail hour | Showcase regional brewing/winemaking/spirits scene |  |
| Locally sourced prizes | To be presented at workshop close to 3-5 participants |  |
| **Projected Participation** | **No. of People** |
| Local - invited by host | If hosted by CVB, brand, firm, DMO for select group |  |
| Travel - invited by host | If opened to larger organization or association |  |
| Participating staff | Individuals on site running logistics that WILL participate in sessions |  |
| Requested No. of Workshop leaders | This is dependent on total number of projected participants and budget. **TBD** |  |
|  |  |  |
| Are you able to secure a room block in at least one hotel? | Yes/ No |

|  |  |
| --- | --- |
| **Influencer Attendance** |  |
| Do you want influencers/bloggers in attendance? | Yes / No |
| Do you want to host a 1-day workshop for INFLUENCERS prior to main workshop | Yes / No |
| Do you want a blended influencer / brand/business/destination networking event? | Yes / No |

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