|  |  |  |  |
| --- | --- | --- | --- |
| **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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