

Hotel Evaluation Form

Nights of August (5th), 6th, & 7th, 2010
 Meeting room for the evening of the 6th and all of the 7th
 Rates to be locked in by June of 2009

Hotel Name: _____

Address: _____

Phone: _____ Contact Name _____

Called on: ___/___/___ Spoke with: _____ Notes: _____

Must have features:

- Shuttle to/from TF Green every _____ mins. Meeting room for up to 100 persons
- Breakfast included w/ at least one hot item Room rates apply for two or more nights
- Smoking and non-smoking rooms Various room sizes/rates

Other features:

- Pool Game room Exercise room Free wireless internet access On site restaurant
- On site gift shop Rooms in a block _____ _____

Meeting room(s):

Dimensions: _____ Square tables available Computer projector

Current rates per room:

Number of people->	30	60	100
Single Double	\$	\$	\$
Double Double	\$	\$	\$
Single Queen	\$	\$	\$
Double Queen	\$	\$	\$
Single King	\$	\$	\$
Double King	\$	\$	\$
Add a cot	\$	\$	\$
Meeting room 1	\$	\$	\$
Meeting room 2	\$	\$	\$
Meeting room 3	\$	\$	\$
Total reservation fee	\$	\$	\$

Visited on: ___/___/___ and met with: _____

Room features:

- Size: Small Medium Large Table Fridge Closet Iron/board
- Tub and shower AC TV channels _____ Hair dryer _____

General impressions _____

Breakfast notes: _____

Meeting room(s):

- Rectangular tables Windows Nearby bathroom Flag Computer projector
- Coffee avail? \$ _____ Floor type _____ Room Shape _____
- OK to Bring Snacks Notes: _____