**Great Lakes Region**

**Hotel Requirements & Worksheet**

**Overview:** The Great Lakes Region of The Embroiderers' Guild of America has over 1,100 members in 42 chapters across northern Illinois, Indiana, Michigan, Ohio and western Wisconsin. Chapters offer monthly programs including lectures, hands-on projects, demonstrations, field trips and community projects. Chapters may also offer stitch-ins, Group Correspondence Courses, workshops, special interest groups and the fellowship of other stitchers. Membership is open to anyone with an interest in needlework. Every year the Great Lakes Region has a 5 day seminar in different parts of our region. All chapters are 501(c)3 in status with the IRS and, are, therefore, tax exempt.

**Hotel Requirements (Sunday through Thursday – subject to change):**

* Block of 30 sleeping rooms for Saturday night
* Block of 50 to 70 sleeping rooms for Sunday through Wednesday
* Block of 50 sleeping rooms for Thursday night
* Sleeping rooms should primarily be Double/Double rooms
* 4-5 breakout rooms for Sunday mini-classes (up to 24 students each-classroom)
* 8-9 breakout rooms for classes Monday through Thursday (up to 25 students each-U Shape)
* 1 breakout room for Studio Time (40 to 50 students-Classroom)
* Each breakout room (classroom) must include: tables, chairs, electrical outlets, temperature control and good lighting
* Meeting space for GLR Annual Meeting 4:30 – 6:00 (approximately 100 people)
* Boutique (ideally 2,000 to 2,500 square feet) – must be a secured room
* Dining space for approximately 150 people
* No parking fees, free internet, in-room coffee makers
* Room for supplies and/or hospitality room and gift baskets (6 tables)
* An area for special events with 8 to 10 tables for:
* Meet the Teachers (Sunday evening)
* Teacher’s Showcase (Monday evening)
* Needlework Exhibit (Wednesday 9-4:00 plus set up & removal)
* Merchandise Night (Wednesday evening – requires 15-20 tables)

NAME OF HOTEL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| What are the lowest rate dates at their hotel? |  |
| What is their lowest rate for our event? |  |
| What is their “complimentary” standard? (for example: 1 free room for every 40 booked) |  |
| Are there any other complimentary rooms offered? (for example: hospitality room, upgraded rooms, etc.) |  |
| Are areas in addition to those noted above sufficient for other events such as: Registration, Board meeting, Annual meeting, Teacher breakfast/brunch? |  |
| Are meeting rooms complimentary, and if not, what are the rates/or conditions? |  |
| What is the Room Spend required for the contract? (based on the number of rooms in the block) |  |
| What is the Food & Beverage Spend required for the contract? (usually around $25K) |  |
| Is there a table set up fee and if so, how much? |  |
| Is there a linen and/or draping charge and if so, how much? |  |
| Are there charges for extra tables or chairs and if so, how much? |  |
| What is their current gratuity percentage? Review the meal needs as noted above as well as three meals per day (except for night out), luncheon portions & prices for dinner, etc.) |  |
| Can the Bartender cost be complimentary with a minimum spend? If not, what is the cost for a cash bars? |  |
| Explain the need for water breaks in the hallways, not in the classrooms. Is there a charge for water breaks? |  |
| Are there facilities for the Handicapped? |  |
| May we provide our own easels, white boards and pads? If not, what are their costs for providing such services? |  |
| Can they provide a complimentary podium and microphone for the event? If not, what would the costs be? |  |
| We normally do not provide deposits or down payments, ask if creating a “Master Account” is a problem (we will provide all needed documentation). |  |
| Are there Unions to be dealt with such as loading/ unloading & movement of boxes and/or luggage within the hotel? Can merchandise be shipped to the hotel prior to arrival? Where is the Receiving and Storage area?  |  |