



PLANNING PROCESS

Meeting Type:

- | | |
|---|---|
| <input type="radio"/> Annual Convention | <input type="radio"/> Professional Continuing Education |
| <input type="radio"/> Board of Directors Meeting | <input type="radio"/> Regional Meeting |
| <input type="radio"/> Corporate Sales Meeting | <input type="radio"/> Seminar |
| <input type="radio"/> Committee Meeting | <input type="radio"/> Team Building |
| <input type="radio"/> Management Strategy Retreat | <input type="radio"/> Training Course |
| <input type="radio"/> Other | |

Meeting Dates:

Start: _____

End: _____

Theme: _____

Community where meeting is to be held:

- | | | | |
|--|---------------------------------|----------------------------------|--------------------------------|
| <input type="radio"/> Kelowna | <input type="radio"/> Vernon | <input type="radio"/> Salmon Arm | <input type="radio"/> Golden |
| <input type="radio"/> Radium Hot Springs | <input type="radio"/> Cranbrook | <input type="radio"/> Nelson | <input type="radio"/> Rossland |
| <input type="radio"/> Other: | | | |

Estimated Attendance:

Day/Date	Room Assignment					Rooms Req'd
	Attendee	Admin Staff	Guest Speaker	Media	Other	
Total Room Nights:						



AGENDA / SCHEDULE OF EVENTS WORKSHEET

Meeting Name: _____ Dates: _____

Time	Day 1 Day/Date _____	Day 2 Day/Date _____	Day 3 Day/Date _____	Day 4 Day/Date _____
0700-0800				
0800-0900				
0900-1000				
1000-1100				
1100-1200				
1200-1300				
1300-1400				
1400-1500				
1500-1600				
1600-1700				
1700-1800				
1800-1900				
1900-2000				
2000-2100				
2100-2200				
2200-2300				
2300-2400				



DAILY FUNCTION / REQUIREMENT WORKSHEET

Meeting Name: _____ Dates: _____

Day/Date: _____

Time	Function	# Attending	Room Set-up	Equipment Required
0700-0800				
0800-0900				
0900-1000				
1000-1100				
1100-1200				
1200-1300				
1300-1400				
1400-1500				
1500-1600				
1600-1700				
1700-1800				
1800-1900				
1900-2000				
2000-2100				
2100-2200				
2200-2300				
2300-2400				



FOOD AND BEVERAGE REQUIREMENT WORKSHEET

Meeting Name: _____ Dates: _____

	Day 1	Day 2	Day 3	Day 4
Breakfast	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____
Mid-Morning Break	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____
Lunch	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____
Afternoon Break	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____	Description: _____ Attending: _____ Cost per: _____ Total: _____
Pre-dinner Reception	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____
Dinner/ Evening Program	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____	Bar: <input type="radio"/> Host <input type="radio"/> Cash Meal Type: _____ Attending: _____ Cost per: _____ Total: _____
Daily F & B Totals				



FINANCIAL BUDGET WORKSHEET

Meeting Name: _____ Dates: _____

	Notes	Budget	Actual
REVENUES:			
Registration			
Sponsorship			
Tradeshow			
Special Events			
Other			
	TOTAL REVENUES		
EXPENDITURES:			
Accommodation	Attendees		
	Staff		
	Guests		
	Accommodation Total		
Administration	Attendees		
	Staff		
	Guests		
	Accommodation Total		
Decorations			
Deliveries			
Entertainment			
Florist			
Food & Beverage	Breakfasts		
	Morning Breaks		
	Lunchs		
	Afternoon Breaks		
	Receptions		
	Dinners		
	Food & Beverage Total		
Meeting Rooms			
Outside Security			
Photographer			
Printer			
Special Events			
Transportation	Air Travel		
	Car Rental		
	Transportation Total		
	TOTAL EXPENDITURES		
	Revenues Over (Under) Expenditures		



GENERAL INFORMATION

Community Access:

Community	By Road		By Air	
	From Vancouver	From Calgary	From Vancouver	From Calgary
Kelowna	Hwy 1, 5, 97C, 97 Approx 4 Hrs	Hwy 1, 97 Approx. 7 Hrs	To Kelowna Intl. 45 Min flight.	To Kelowna Intl. 50 Min. flight
Vernon	Hwy 1, 5, 97C, 97 Approx 4 ½ Hrs	Hwy 1, 97 Approx. 6 ½ Hr	To Kelowna Intl. 45 Min flight – 30 minute drive N.	To Kelowna Intl. 50 Min. flight – 30 minute drive N
Salmon Arm	Hwy 1, 5, 1 Approx. 4 hrs	Hwy 1 Approx. 4 ½ hrs drive	To Kelowna or Kam- loops 45 min flight + 60 minute drive	To Kelowna or Kam- loops 50 min. flight + 60 minute drive
Golden	Hwy 1, 5, 1 Approx. 6 ½ hrs	Hwy 1 Approx. 3 hrs drive	To Kamloops 45 min flight + 3 ½ Hrs. drive	No Service -
Radium Hot Springs	Hwy 1, 5, 95 Approx. 6 ½ hrs	Hwy 1, 93 Approx. 2 ½ hrs drive	No Service	No Service -
Cranbrook	Hwy 1, 3 Approx 9 hrs.	Hwy 1,93,95,3, Ap- prox. 3 1/2 hrs.	To Cranbrook Airport - 75 min. flight + 15 min. drive	To Cranbrook Airport - 35 min. flight + 15 min. drive
Nelson	Hwy 1, 3, 3A Approx 7 hrs.	Hwy 1,93,95,3, 3A Approx. 5 hrs.	To Castlegar Airport - 1 hr. flight + 30 min drive	To Castlegar Airport – 45 min flight + 30 min drive

Community Contact Information:

Community	Contact	Phone	Fax	E-mail
Kelowna	Tourism Kelowna	250.861.1515 1.800.663.4345	250.861.3624	info@tourismkelowna.org
Vernon	Vernon Tourism	250.542.1415 1.800.665.0795	250.542.3114	info@vernontourism.com
Salmon Arm	Salmon Arm Chamber of Commerce	250.832.2230 1.877.725.6667	250.832.8382	info@sachamber.bc.ca
Golden	Golden Chamber of Commerce	250.344.7125 1.800.622.4653	250.344.6688	info@goldenchamber.bc.ca
Radium Hot Springs	Radium Hot Springs Chamber of Commerce	250.347.9331 1.800.347.9704	250.347.9127	chamber@rhs.bc.ca
Cranbrook	Cranbrook Chamber of Commerce	250.426.5914 1.800.222.6174	250.426.3873	cbkchamber@cyberlink.bc.ca
Nelson	Nelson Chamber of Commerce	250.352.3433 1.877.663.5706	250.352.6355	chamber@netidea.com
Rossland	Rossland Chamber of Commerce	250.362.5666	250.362.5399	commerce@rossland.com



PRESTIGE HOTELS & RESORTS 2006 PROPERTY FACT SHEET

Description	Number of Rooms	Convention/Meeting Facility Size	Main Meeting Room Capacity (Max.)
Kelowna	67	Main: 1170 sq. ft. Plus additional 730 sq. ft. meeting/board	Banquet: 100 Reception: 150 Theatre: 130 Class: 60
Vernon	104	Main: 3600 sq. ft. Plus additional 2100 sq. ft. meeting/board	Banquet: 325 Reception: 500 Theatre: 450 Class: 200
Salmon Arm	121	Main: 4000 sq. ft. Plus additional 1375 sq. ft. meeting/board Patio 2200	Banquet: 400 Reception: 500 Theatre: 500 Class: 220
Golden	82	Main: 1350 sq. ft.	Banquet: 80 Reception: 150 Theatre: 100 Class: 60
Radium Hot Springs	87	Main: 1558 sq. ft.	Banquet: 180 Reception: 250 Theatre: 140 Class: 60
Cranbrook	110	Main: 4000 sq. ft. Plus additional 1564 sq. ft. meeting/board	Banquet: 400 Reception: 500 Theatre: 500 Class: 225
Nelson	101	Main: 4275 sq. ft. Plus additional 2208 sq. ft. meeting/board	Banquet: 350 Reception: 500 Theatre: 500 Class: 225
Rossland	66	Main: 3000 sq. ft. Plus additional 2600 sq. ft. meeting/board	Banquet: 350 Reception: 500 Theatre: 500 Class: 225