Criteria For Hosting the May 8-12, 2017

Interim Director Training Event

Prepared for the 2017 meeting

Dates: **May 8-12, 2017**

Faculty Arrive: Monday, May 8th (3 persons) check-in: 11:00am – 1:00pm (no lunch)

Participants Arrive: Monday, May 8th (10-20 people)

 Check-in times: between 3:00 and 5:00 p.m. on Monday May 8

 Shuttle service from local airport included

 First Meal: Dinner on Monday

 Last Meal: Breakfast on Friday

 (4 nights, 12 meals)

**Housing:** Double Occupancy rooms (5-8 rooms); Single Occupancy (6-8) = up to 23 guests

 **Must include linen service**

**Transportation:**

Airport: Is your site within 60 minutes of a major airport??

 If yes, Continue – if not, sorry, but your site will not be considered.

Airport Shuttle: Please have your bid include Airport transportation to and

from the site. This will include Monday pick-up; And a Friday return.

Contingency available for late or delayed arrivals

**Accommodations:**

 Meeting Spaces:

Need gathering spaces for up to 20 persons at tables. Mon. thru Fri.

**Internet Access is Required:** In the meeting space

 Need access to a projector and screen, Flip chart and Paper pad

**Evening Hospitality Available** - make proposal as to how you might handle this.

**Please include the following cost breakdown:**

Package Price for (4 nights & 12 meals) =

 Linens if additional =

 Transportation (per person/ trip) =

 Meeting Space =

 Internet & AV equipment =

 Flip chart or dry erase board =

 Hospitality =

 Coffee, soda, day snacks = per person Monday thru Thursday

 Evening – soda, snacks etc = per person (for 4 evenings)

Site Proposal to Host the

May 8-12, 2017

LOM Interim Director Training Event

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would like to offer to host the May 8-12, 2017

Cost per person for 4 nights & 12 meals = $

Airport Transportation Costs per trip = $

Meeting Space costs:

 Rooms = $

 Internet & AV = $

 Flip Charts/Dry Erase = $

Mon.-Thur. coffee / drink breaks = $

Evening Hospitality Mon. –Thur.: = $

Total per person Pkg. price = $

Please complete the form and return it to:

 Don Johnson

 LOM Executive Director

 665 Eaton Road

 Freedom, NH 03836

 Email: director@lomnetwork.org

 Cell Phone: (603) 848-9904

**Proposals will be accepted until December 20, 2016**

 Hosting site will be notified by January 6, 2017