**Company Name:**

**Trip Name:**

|  |  |
| --- | --- |
| **SUMMARY** |  |
| Contest Period | January 1 to December 31 |
| Trip Travels In | March or April 20XX |
| Preferred Dates |  |
| Trip Length | 6 days / 5 nights |
| Number of Qualifiers | 50 |
| Number of Executive Hosts | 5 |
| Include Spouses/Guests | Yes / No |
| Total Attendees | 110 |
| Travelers Flying From | (List Major Cities) |
| Budget | $\_\_\_\_\_\_\_\_ total or $\_\_\_\_\_\_\_\_ per person |

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| **HISTORY** |  |
| List Last 3 Destinations & Hotels |  |
| Past Qualifier Count |  |
| Other Background Info |  |

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| **PREFERRED DESTINATIONS** |  |
| List Any Preferred Destinations |  |
| Caliber of Hotel – 4-star, 5- star, All-inclusive, etc |  |
| Other Background Info |  |

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| **AGENDA** |  |
| Welcome reception or dinner? |  |
| Breakfast meeting or any business meeting? |  |
| Team building event? |  |
| Activities – choose from a variety of activities, group activity together, or none? |  |
| Awards dinner? Desired level of décor, AV, entertainment? |  |
| Lunch and dinners – included or personal expense of attendees? |  |

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| **OTHER ELEMENTS** |  |
| Air Ticketing |  |
| Ground Transportation |  |
| Event Management |  |
| Reporting |  |
| Website for Trip Promotion, Information, and Registration |  |
| Collateral – Winner’s Kit, Luggage Tags, Name Badges, Signage |  |
| Communication Costs – Graphic Design, Mailing Costs, etc. |  |
| On-site Trip Directors and Hospitality Desk |  |