

Simple Event Solutions

Using Excel, Word and Outlook

Presented by: Shannon Majors
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National Federation of Independent Business

NFIB® Travel & Events



Mike Linnig's Restaurant
Famous Seafood
Family Owned and Operated Since 1925





MAKEOVER AGENDA



The Basics

Organized Brainstorming

RFP's

Rooming Lists

BEO Planning

Function Space Mapping



Taking it Further

Thinking in Charts

Merging to Word

Merging to Outlook



Organized Brainstorming



Before

Sales Incentive Trip

Welcome Reception

- Solo guitarist
- Buffet
- Beer and wine only

Happy Hour

- Band trio
- Appetizers
- Open Bar

General Session









- Rounds for 200
- Western Theme
- Plated Breakfast

AFTER

NFIB President's Club 2009

General Video of Keytstone from Site Visit
<http://www.youtube.com/watch?v=LjshwONP7Jw>

Thursday, February 26

Event	Time	Location	#	Setup/Gifts	Timing	Food & Drink	AV & Entertainment	Pictures/Videos
Office		Torrey's Peak 4		1,000 sqft	Available 12noon Tuesday - midnight Monday.			
Registration	11 am - 5pm	River Run Front Desk		Tabletop Sign: "NFIB President's Club Registration" 2 6ft tables, 2 18in tables 4 chairs House phone	11:00am Registration Open 5:00pm Registration Closed SLT and RSD's	Separate Table Pitchers of Water Individual Snacks 		
Welcome Reception	6:00pm - 9:00pm	Wolf Rock Brewery	200	Linens: No linens Napkins: Standard Centerpieces: Standard  *Room Delivery beginning at 6pm: All winners receive Colorado-themed welcome bags/baskets with a note from CEO. Basket to include: Buffalo Bill's chips and salsa, Rocky Mountain caramel popcorn, Summit Snack trail mix, party pretzel mix, tropical fruit mix and Mary Savage chocolates; two bottles spring water, Rocky Mountain sunscreen (spf 30) and two chapsticks (spf 15). The items will be assembled in the disposable Colorado "four seasons"	6pm-6:30pm Appetizers 6:30pm-9pm: Dinner Buffet Open	Appetizers Calamari, Hot Wings, Spinach and Artichoke Dip, Peel and Eat Shrimp, Boursin Stuffed Mushrooms Salad/Soup House and Caesar Salads, and Colorado Buffalo Chili Entrée Herb Rubbed Potisserie Chicken with a Champagne Volauze -- Shrimp Pasta -- Spinach vegetarian Lasagna -- Angus New York Strip Steak with a Cabernet Demi Glace -- Artic Char Fish Fillet with cilantro orange glaze Sides Roasted jalapeno Cornbread -- Yukon Gold smoked Gouda mashed Potatoes -- Rice Pilaf w/ dried cranberries Dessert 1) Apple Crumb Cobbler with cinnamon ice cream -- 2) Bananas Foster	Rob Wivchar Vocalist/Guitarist 6pm-9pm  http://www.robwivchar.com/	   



**RFP for Annual Meeting
National Federation of Independent Business (NFIB)**

General Information

Company Background: NFIB is the largest advocacy organization representing small and independent businesses in the United States.

Program Background:

Attendees: Attendees are from all over the US and range in age from mid-thirtie sixty years of age.

RFP Submission: Email document to ABC@abc.com

RFP Due Date: January 12, 2007

Decision Date: January 19, 2007

Billing Address: J Company
John Jones
L Street , Ste 250
Nashville, TN 37214
555.872.5368 phone
555.872.5357 fax

Dates: October 7-8, 2007
October 14-15, 2007

Pattern: Sunday - Monday

History: Typically held in Washington, DC in the spring.
June 11-13, 2001, Hotel Washington
June 11-12, 2002, Hyatt Regency Capitol Hill
June 17-18, 2003, St. Regis Hotel Crystal Ballroom
June 14-16, 2004, J.W. Marriott
June 20-22, 2005, Mandarin Oriental
June 16-20, 2006 Grand Hyatt

Sleeping Rooms:

	Sunday
ROH Sgl/DbI	25
Staff Rooms	2
Nightly PU	27

Before



AFTER

Question	Answer
Property Name	
Dates Available for Meeting	
Address	
Website	
What room rate will you offer our group?	
Can we have the staff rooms at 50% of the group rate?	
Is this room rate available pre and post meeting dates?	
Can 3 pre and post days be applied toward room block on a cumulative basis?	
How many miles/minutes is the property from the corner of 12th and F St.?	
How many miles/minutes is the property from the airport?	
Are we able to purchase breakfast coupons for our guests to use in the morning at the hotel restaurant? Is this already included in the room rate?	
Does the property have a shuttle service to and from the airport? What is the pricing?	
Are there any plans for remodeling or construction during our meeting dates?	
How many indoor/outdoor pools are onsite?	
What is the lodging tax?	
What is the food and beverage tax?	
What is the food and beverage service charge?	
Will our meeting space be complimentary?	
Will our reception and meal space be complimentary?	
Will wireless internet be complimentary in guest rooms and meeting rooms?	
Does property offer a complimentary breakfast? What does it include?	
Will parking be complimentary?	

Rooming Lists



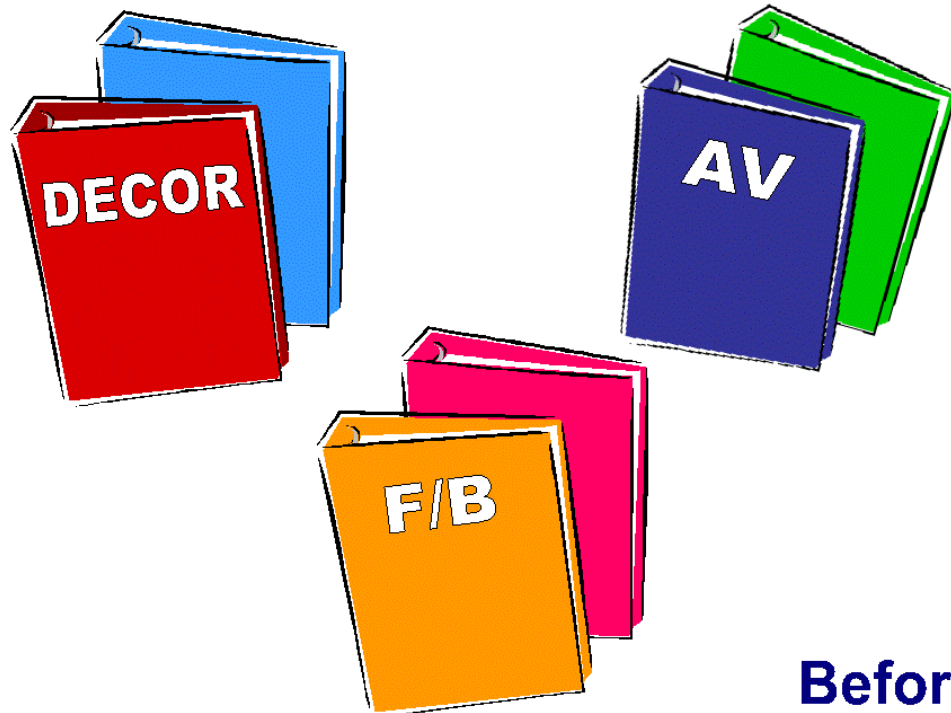
Before

Last	First	Room	Check In	Check Out
Bell	Jillian	King	Sunday Jan 25	Wednesday Jan 28
Bloom	Dawn	King	Sunday Jan 25	Friday Jan 30
Bruce	Roger	King	Sunday Jan 25	Wednesday Jan 28
Bryant	Brandon	Double	Wednesday Jan 28	Friday Jan 30
Conaster	Robert	King	Friday Jan 23	Friday Jan 30
Cox	Jerry	King	Sunday Jan 25	Wednesday Jan 28
Crimmins	Stephanie	Double	Wednesday Jan 28	Friday Jan 30
Cundif	Debbie	King	Sunday Jan 25	Wednesday Jan 28
Dalton	Angela	King	Wednesday Jan 28	Friday Jan 30
Davidson	Cynthia	King	Sunday Jan 25	Wednesday Jan 28
Dunham	Darren	King	Sunday Jan 25	Wednesday Jan 28
Gilg	Hal	King	Sunday Jan 25	Wednesday Jan 28
Harvey	Logan	Double	Sunday Jan 25	Monday Jan 26

AFTER

Annual Meeting 2009											
Hotel ABC											
Last	First	Room	Check-In	Check-Out	1/23	1/24	1/25	1/26	1/27	1/28	1/29
Bell	Jillian	King	Sunday Jan 25	Wednesday Jan 28			X	X	X		
Bloom	Dawn	King	Sunday Jan 25	Friday Jan 30			X	X	X	X	X
Bruce	Roger	King	Sunday Jan 25	Wednesday Jan 28			X	X	X		
Bryant	Brandon	King	Wednesday Jan 28	Friday Jan 30						X	X
Conaster	Robert	King	Friday Jan 23	Friday Jan 30	X	X	X	X	X	X	X
Cox	Jerry	No Preference	Sunday Jan 25	Wednesday Jan 28			X	X	X		
Crimmins	Stephanie	King	Wednesday Jan 28	Friday Jan 30						X	X
Cundif	Debbie	King	Sunday Jan 25	Wednesday Jan 28			X	X	X		
					1	1	6	6	6	4	4
					Friday 1/23	Saturday 1/24	Sunday 1/25	Monday 1/26	Tuesday 1/27	Wednesday 1/28	Thursday 1/29
Total Pickup:									28		

BEO Planning



Before

AFTER

Sales Incentive Trip - Cancun, Mexico

Resort ABC				AV 123				Décor/Entertainment Inc.				
Gaby Jeffrey - CSM				Salvador Fritz - Sales Manager				Diego - Owner				
Item	#	\$	Total	Item	#	\$	Total	Item	#	\$	Total	
MISC	Delivery fees for flower arrangements to all winners delivered upon arrival	100	\$5.00	\$500.00	Gobo with event logo	2	\$300.00	\$600.00	Flower arrangements for deliveries to all winners	100	\$55.00	\$5,500.00
	Wine/cheese for top 10 winners (delivery fee included)	10	\$125.00	\$1,250.00				\$0.00	Gift baskets for VIP's	5	\$75.00	\$375.00
	Delivery fee for VIP gift baskets delivered upon arrival	5	\$5.00	\$25.00				\$0.00				\$0.00
RECEPTION	Standard Mexican Décor		\$0.00	\$0.00	Sound System for Medium Audience including CD Player	1	\$550.00	\$550.00	Sand Bags and Candles for perimeter of beach	100	\$2.00	\$200.00
	Hurricane Lamps		\$0.00	\$0.00	Wired Mics w/floor stand for Marimba Band	2	\$25.00	\$50.00	Marimba Band (3 sets of 45 minutes each) 6pm-9pm	3	\$600.00	\$1,800.00
	Standard white patio furniture		\$0.00	\$0.00	Par Lighting with Color Gels	24	\$35.00	\$840.00	Mexican Games (8pm-9pm)	6	\$400.00	\$2,400.00
	Tequila Tasting Station from 6-9pm	1	\$650.00	\$650.00	Leko lights for gobos	2	\$45.00	\$90.00	Labor for Welcome Reception	1	\$650.00	\$650.00
	Rounds of 10 for 200 people		\$0.00	\$0.00	Leprechon 12 channel dimmer	1	\$150.00	\$150.00	Tiki torches	30	\$15.00	\$450.00
	Setup fee	#	\$0.00	\$2,000.00	NSI Console	1	\$75.00	\$75.00				\$0.00
			\$0.00	\$0.00	Telescopic Tripod	6	\$30.00	\$180.00				\$0.00
			\$0.00	\$0.00	AC Power Distro and lot of cable	1	\$75.00	\$75.00				\$0.00
			\$4,425				\$5,060				\$11,275	

Grand Total:

\$18,860.00

Function Space Mapping



THINK IN CHARTS

Shipping Instructions NFIB 2006 Summit

Please follow the guidelines set forth below for all shipments related to this year's Small Business Summit.

Step One

Notify the appropriate NFIB representative of your projected shipping needs (method of delivery, quantity of boxes, weight, contents, tracking numbers) by **Monday, June 5th**:

- Ashley Siskey (Ashley.Siskey@NFIB.org) – Sponsors (including Dell), Presenters, Speakers, DC Office, Technical Equipment
- Robert Campbell (Robert.Campbell@NFIB.org) – NFIB Internal Shipments sent from Mail & Supply

Please Do Not Ship Boxes or Pallets before speaking with your NFIB Contact.

Step Two

Boxes

- Notify your NFIB contact of the quantity of boxes, contents, shipping method, and tracking numbers by **Monday, June 5th**.
- Apply color-coded labels (provided by your NFIB contact) to one side and the top of each box. This is in addition to your FED EX / UPS label applied to each box.
- **NFIB Washington DC Address:** 1201 F Street, NW, Washington, DC, 20004.
Phone: 202.554.9000
- All boxes are to arrive at the NFIB Washington DC Office between **Monday, June 12th**, and **Thursday, June 15th**. The boxes will be delivered to the Grand Hyatt via courier on the morning of the 16th and stored in the appropriate, designated areas.
- With the exception of official NFIB inventory, arrangements for return shipments are the responsibility of the person(s) or companies to which the inventory belongs. Shipping Request forms must be submitted to the Grand Hyatt for all return shipments.

Pallets / Skids and Large Deliveries


- Notify your NFIB contact of the quantity of boxes, contents, shipping method, weight, and tracking number(s) by **Monday, June 5th**.
- Apply color-coded labels (provided by your NFIB contact) to one side and the top of **each box** on the pallet. This is in addition to your FED EX / UPS label.
- **Grand Hyatt Address:** 1000 H Street, NW, Washington, DC, 20001. Phone: 202.582.1234
- All pallet / skid deliveries must be scheduled for **Friday, June 16th** between the hours of 7:00am and 3:30pm. Pallet contents will be stored in the appropriate, designated areas upon arrival at the Grand Hyatt.
- Note: Pallets and other large items must be delivered on a truck equipped with a lift gate. Be advised the freight elevator is 9' wide x 17 ½' deep x 10' high. The elevator opening itself is 7 ½' high.
- With the exception of official NFIB inventory, arrangements for return shipments are the responsibility of the person(s) or companies to which the inventory belongs. Shipping Request forms must be submitted to the Grand Hyatt for all return shipments.

A Special Note

The Grand Hyatt has different procedures for UPS & FED EX. Your NFIB contact will advise you of these procedures upon notification of your preferred provider.

Before

AFTER



Stronger Together
2008 National Small Business Summit

Shipping Instructions

National Small Business Summit
Washington, DC
June 8-11, 2008

Please follow these guidelines for all shipments needed for the Summit:

- 1) Complete the attached "Summit Shipping Form" and email to: Summit@nfib.org or fax to: 615-932-5056.
- 2) Each box will need a FedEx or UPS shipping label (depending on your preference). Also, please attach securely with tape the appropriate color-coded label to one side and the top of each box that is shipped. These color-coded labels are important for identifying your boxes out of the hundreds that will be shipped to the hotel.
- 3) Please number each box "1 of X", "2 of X", etc.

If you are shipping a:	Box	Pallet or Skid
Ship to:	NFIB Washington DC 1201 F Street, NW Washington, DC, 20004 202.554.9000	Grand Hyatt Washington DC 1000 H Street, NW Washington DC, 20001 202.582.1234
Deadlines:	Shipments to arrive between June 2 nd and June 5 th . All boxes should be shipped together.	Must be scheduled for Friday, June 6 th between the hours of 7:00am and 3:30pm. Pallet contents will be stored in the appropriate, designated areas upon arrival at the Grand Hyatt.
Notes:	The boxes will be delivered to the Grand Hyatt on the morning of the 6 th and stored in the appropriate, designated areas.	Receiving hours at the Grand Hyatt Washington's loading dock are 7:00 a.m. to 3:30 p.m. Please be aware of these times when scheduling your delivery of boxes or packages. Items that are palletized or are of extensive weight must be delivered on a truck equipped with a lift gate in order to have access to the freight elevator. The freight elevator has a maximum capacity of 20,000 pounds. It is 9' wide x 17½' deep x 10' high (please note the elevator door opening is 7½' high).

Merging to Word Merging to Outlook



Thank You!



Shannon Majors

Senior Meeting Planner

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National Federation of Independent Business (NFIB)

Shannon received her B.A. from the University of Dayton in Ohio and her Masters in Business Administration from Belmont University in Nashville, TN. She completed her MBA studies through the University of Normandy in France. Shannon works as the Senior Meeting Planner for the National Federation of Independent Business (NFIB) which is the largest advocacy organization representing small and independent businesses in the nation. She coordinates corporate meetings, conferences and sales incentive trips across the United States and abroad. Most recently she helped plan and execute the NFIB Small Business Summit in Washington, DC featuring keynote speaker John McCain. Her background also includes management and marketing of special events such as fairs, festivals, fundraisers and concert series. In addition to meeting and event planning, she has worked as an onsite event coordinator for facilities including the Kentucky Fair and Exposition Center, Nashville Shores Waterpark and Mike Linnig's Restaurant.

