

The Daytona Beach Area Convention and Visitors Bureau

126 E Orange Avenue, Daytona Beach, FL 32114

Phone: 386 -255-0415

Fax: 386 386-255-5478



Report Date: 2/10/2009

Original Lead Date: 2/10/2009

Decision Date: 5/5/2009

Deadline Date: 2/17/2009

Reference #: 245

New Sales Lead

To: All Member Hotels
Account: Sample for www.daytonabeachcvb.org
Company: Sample for www.daytonabeachcvb.org
Contact: Meeting Planner
Address: 123 No Way Street
Anytown, FL 12345
Phone: 800 123-4567 **Fax:**
Email:

Booking Name Sample Booking

Meeting Date: Wednesday, Feb 3 2010 through Sunday, Feb 7 2010

Meeting Type: Social

Scope: Regional

Attendance: 500

Room Nights: 1000

Peak Room Night: 250

Wed	Thu	Fri	Sat
02/03	02/04	02/05	02/06
250	250	250	250

Daily Itinerary

Function/Notes	Date/Day	Start Time	End Time	Attendance	Location

Meeting Exhibit Space

This group will need 30,000 square feet of meeting space and 3 additional meeting rooms

Audio Visual Needs

Planner will need a wireless mic, flat screen TV's, 3 podiums and a projector

Food and Beverage

Needs the following Food and Beverage:

Welcome Reception for 500 people

Breakfast, Lunch and Dinner for 500 people during the entire length of conference

Closing night reception for 500 people

Bureau Contact: Sally Gardiner

Phone: 386 255-0415

Email: sgardiner@daytonabeachcvb.org

Sample for www.daytonabeachcvb.org **Account:**