

2008-2009 Montana Superhost Seminar Scheduling Form



CONTACT INFORMATION

Contacting Organization: _____

Address (physical): _____

Phone : _____ Fax : _____

Web Site: _____

Contact Person: _____ Title: _____

Direct Phone : _____ E-mail : _____

Tourism Region: _____ Trainer: _____

*Flathead Valley Community College
777 Grandview Drive ▪ Kalispell, MT 59901
Phone: (406) 756-3374
Fax: (406) 756-3351
superhost@fvcc.edu*

SEMINAR DETAILS

Schedule: Day _____ Date _____ Time (3 Hours) _____ am pm to _____ am pm
Day _____ Date _____ Time (3 Hours) _____ am pm to _____ am pm

Pricing Options for sponsors/hosts:

\$300 flat rate for a seminar for 15- 30 people

As a Sponsor, we will pay the flat rate above for up to 30 participants and participants may attend free of charge. This is a great benefit organizations can provide to members or a business can gift to the community.

Sponsor Name: _____ We will email a logo for flier/publicity

As a Host, we will pay the flat rate above for up to 30 participants and would like to recover my costs by charging \$_____ per person (up to \$25)

For our staff exclusively, we will pay the flat rate above for up to 30 participants.

Please invoice our business \$5 per student for hosting a high school seminar.

Seminar Location: Seminars require a meeting room for up to 30 people seated at tables, an open space for training activities (approximately 10 square feet) and a large TV with VCR/DVD player. TV and VCR/DVD is available

Location Name: _____ Street Address: _____

RSVP Information – Name: _____ Phone: _____

Customize the seminar for your community:

A Chamber, CVB or other community representative will present a 15-minute overview of things to do, things to see, places to go, and people to ask in your community.

Presenter's Name: _____

Phone number: _____ E-mail: _____

PUBLICITY

Yes, please send out a press release and public service announcement.

Local Newspaper Name: _____

Fax: _____ Email: _____

Local Radio Station: _____ Deadline: _____

Fax: _____ Email: _____

Local TV Station: _____ Deadline: _____

Fax: _____ Email: _____

Please email to superhost@fvcc.edu or fax to (406) 756-3351. Thank you!