



***“Investing In Your Bottom Line”***

**The Invested Sales team has aquired the following lead**

**Target Hotel:** Hotel Hilton  
**Company Name:** RamsHead, Inc.

**Date:** 5/30/2019  
**IES Representative:** Melanie Raum

**Contact Name:** Erin Smithy  
**Address:** 3431 W High Park, Suite 110  
 Plano, TX 75087

**Title:** Director of Events and Travel  
**Phone:** (214) XXX-XXXX  
**Navigation:** Ask for Contact  
**Email:** [esmithy@ramshead.com](mailto:esmithy@ramshead.com)

**Website:** <http://www.ramsheadinc.com>

### Group Meeting Specifications

<b>Event Name:</b>	Board of Trustees Retreat
<b>Locations:</b>	Dallas, TX
<b>Next Open Dates:</b>	Mid-March to Mid-April of 2020 As of now dates are flexible to the dates listed below: March: 21 <sup>st</sup> -24 <sup>nd</sup> , or 28 <sup>th</sup> -31 <sup>st</sup> April: 4 <sup>th</sup> -7 <sup>th</sup> or 11 <sup>th</sup> -14 <sup>th</sup>
<b>Number of Event Attendees:</b>	245 Attendees
<b>Typical Arrival Departure Pattern:</b>	Arrive Thursday Evening and Depart Sunday
<b>Number of Nights Stay:</b>	3 Nights
<b>Rooms Booked Peak Nights:</b>	235-240+ rooms per night
<b>A/V Specifications:</b>	LCD Projector with Screen, Conference Phone, and WiFi
<b>Meeting/Exhibit Capacity Req.</b>	<b>Thursday:</b> 6:00 p.m.-8:00 p.m. Evening Reception-Standing Room with a few cocktail tables  <b>Friday:</b> 8:00 a.m.-9:00 a.m.-Breakfast 9:15 a.m.-10:30 a.m.-General Session, U-shape

*\* This lead is provided by Invested Sales. Upon booking, IS will require a 7% commission*

## Meeting Specifications – Continued

<p><b>Meeting/Exhibit Capacity Req. Continued...</b></p>	<p>10:30 a.m.-10:45 a.m.-Break          10:45 a.m.-12:00 p.m.-General Session, U-shape          12:00 p.m.-1:30 p.m.- Lunch          Open Afternoon</p> <p><b>Saturday:</b>          8:00 a.m.-9:00 a.m.-Continental Breakfast          9:15 a.m.-10:30 a.m.-General Session, U-shape          10:30 a.m.-10:45 a.m.-Break          10:45 a.m.-12:00 p.m.-General Session, U-shape          Open Afternoon          7:00 p.m.-9:00 p.m.-Reception</p> <p><b>Sunday:</b>          8:00 a.m.-9:30a.m.-Breakfast          Departure</p>
<p><b>F &amp; B Requirements:</b></p>	<p><b>Thursday:</b>          Evening Reception-Open bar with heavy hors d'oeuvres</p> <p><b>Friday:</b>          Breakfast-Continental          Break-Light Snacks, Coffee, Tea, and Water          Lunch-Buffer style</p> <p><b>Saturday:</b>          Breakfast-Continental          Break- Light Snacks, Coffee, Tea, and Water          Lunch-Plated          Reception-Open bar, heavy hors d'oeuvres, and buffet style meal.</p> <p><b>Sunday:</b>          Breakfast-Buffer Style</p>
<p><b>Rate Specifications:</b></p>	<p>Must have a room rate between \$229 – \$275          F&amp;B Minimum Must be \$28,000 or lower.          (Although, we always use more than the minimum)</p>
<p><b>Concessions:</b></p>	<ul style="list-style-type: none"> <li>➤ Complimentary Parking</li> <li>➤ Free WiFi</li> <li>➤ 2 Complimentary Upgrades to Suites</li> </ul>
<p><b>Most Important Factor:</b></p>	<p>Rates, Location, and having golf nearby is always a plus.</p>

## Meeting Specifications – Continued

<b>Decision Date:</b>	Erin is looking to book now if the rates are right.
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### Venue's Next Steps:

Please send out proposals for any available dates listed.

### Past Events:

Woodland's Resort & Conference Center, Omni Riverway

### Future Events:

Board of Trustees Retreat | Marriot, TX | March 23<sup>rd</sup>-26<sup>th</sup>, 2022

### Notes:

Spoke to Erin, who confirmed herself as the Director of Events and Travel. Erin advised that she we called with great timing and is looking for a venue for her 2019 Board of Trustees Retreat that typically takes place between Mid-March and Mid-April. They are currently open for dates with a Thursday evening arrival and departure Sunday morning after breakfast. The group travels nationwide but likes to stay in TX, when possible for this retreat due to convenience. The dates typically fluctuate depending on availability, Easter, and when convenient for attendees. Erin advised that this is a 2.5 day event. Erin stated that they will use between 235-240 rooms per night. Usually they have around 245 attendees, including staff, but could have a few more since they will be local in TX.

The group loves to golf. Thursday night when they arrive, they typically have an evening reception with open bar and heavy hors d'oeuvres. Friday morning they will typically have a continental breakfast. Friday they have a Board Meeting in the morning (u-shape), break with light snacks and beverages, lunch (buffet style) and golf in the afternoon. Saturday, they like to do the same except they have an evening reception with a DJ, dance floor, open bar, heavy hors d'oeuvres, and a buffet style meal. Sunday they end with a buffet style breakfast. Erin would like to make a decision by Early July of 2019.