

# 2010 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:

#### \$350 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: \_\_\_\_\_ Deadline: \_\_\_\_\_

Fax: \_\_\_\_\_  Email: \_\_\_\_\_

Local Radio Station: \_\_\_\_\_ Deadline: \_\_\_\_\_

Fax: \_\_\_\_\_  Email: \_\_\_\_\_

Local TV Station: \_\_\_\_\_ Deadline: \_\_\_\_\_

Fax: \_\_\_\_\_  Email: \_\_\_\_\_

*Please email to [superhost@fvcc.edu](mailto:superhost@fvcc.edu) or fax to (406) 756-3351. Thank you!*