



EVENT RESUME QUESTIONNAIRE

1. MEETING CONTACTS

Meeting Contacts (Name/Title):

2. INTERMEDIARY CONTACTS

Company Name

Contacts (Name/Title):

3. ORGANIZATION OFFICIALS

Contacts (Name/Title):

4. GROUP NAME

Meeting Name:

Post As:

Official Dates:

5. PRE-EVENT MEETING

When shall we schedule your pre-event meeting (day/date/time)?

Which department would you like to be present at this meeting?

6. POST-EVENT MEETING

When shall we schedule your post-event meeting (day/date/time)?

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10. HEADQUARTERS HOTEL

What have you published as the headquarters hotel?

Overflow Hotels:

If room blocks have been secured at other hotels, please complete this section.

Hotel

Peak # of Rooms

_____	_____
_____	_____
_____	_____
_____	_____

11. FUTURE SITES

Where will your future meetings be held?

Month, Year

Location

_____	_____
_____	_____
_____	_____

12. MAJOR ARRIVAL DAYS

Is there any way to determine what time of day guests will be checking into the hotel? If yes, when? Will arrival manifests be available?

13. MAJOR DEPARTURE DAYS

Is there any way to determine what time of day guests will be checking out of the hotel? If yes, when? Will departure manifests be available?

14. RESERVATION METHOD

How are reservations handled for the VIPS?

Staff?

General Attendees?

Marriott Rewards information collected?

Event Resume Questionnaire

15. TRANSPORTATION

Drive-In: _____ %
Fly- _____ %
In/Train: _____ %

Shuttle Information:

Will guests be arriving on busses provided by the group? Have shuttle discounts been arranged? Is transportation provided for overflow hotels? _____

16. BILLING INFORMATION

Authorized Signers:

Who will be authorized to sign and make changes to the master account? _____

Billing Address: _____

Attention: _____

Phone Number: _____

Fax Number: _____

Special Notes: _____

Daily and Final Bill Review:

Please list the dates and times when this can take place: _____

Who will review the bill? Will the bill be reviewed daily or at the conclusion of the meeting? _____

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Billing Format:

Below is our default billing format. Please indicate any changes you would like to customize your bill.

➤ Please provide the default format for my billing (check here)

Final Bill Production Media (Check One)

E-Mail E-Mail ID:

Bill Report ID's

Daily Bill

Final Bill

<input checked="" type="checkbox"/> Cover Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Summary of Guest Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Guest Folio Presentation	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Catering Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Banquet Check	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Restaurant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Miscellaneous Charges/Credits Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Retail POS Check Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Image Backup	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> City-Wide Billing (All Master Accounts to have a single Summary page)		

Additional Accounting

Information:

Will you require an advance cash bank or change during the meeting?
If so, what amount and what denominations?

Do you have any other special accounting requirements?

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17. RESERVATIONS AND FRONT DESK

Arrival: Is there any way to determine what time of day guests will be checking into the hotel? If yes, when? Will arrival manifests be available?

Departure: Will the program agenda prompt guests to request late checkout? Will departure manifests be available?

Cash / Credit card / Debit card / Check Requirements: What type of Method of Payment will attendees present at check-in? List the percentage of each method of payment type?

Tax Exemptions: Will there be Federal Government Employees in attendance claiming tax exempt at check-in?

VIP'S/Staff/Billing Exceptions:

This list will be used to notify the hotel of any special guests, staff members, and exceptions to the standard method of payment for the group. Please provide a separate list that includes this information.

18. CONVENTION/PROGRAM/EXHIBIT INFORMATION

What are the official dates/hours of your convention office?

Please list the name and how we can contact the person, we should notify after-hours in case of emergencies?

What are the official dates/hours of your registration desk?

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Who is your decorator? _____

Company/Contact Name: _____

Phone Number _____

of Exhibits _____

What are the set-up dates/times for the decorator? _____

What are the set-up dates/times for the exhibitors? _____

What are the dates/times for your exhibits? _____

What are the teardown dates/times for the decorator? _____

What are the teardown dates/times for the exhibitors? _____

OFF PROPERTY ACTIVITIES/TOURS

Please list below any events that will not be held at the Anaheim Marriott Hotel:

Please list the venue, number of people expected, what is being hosted and is the off-site venue mandatory?

DAY	DATE	DEPART TIME	RETURN TIME	EVENT	LOCATION	# PPL	DEPARTURE LOCATION

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19. BANQUET SUMMARY

Who will sign the banquet checks?

Will they sign them at each function
or once daily at a specified time?

20. EVENT MANAGER & CATERING EVENT MANAGER

Have you stayed at another Marriott
Property in the past? If so, what
Hotel and year did you stay there.

Will the group be utilizing F&B for
any Hospitality Suites?

Are you aware of any special dietary
needs such as vegetarian or kosher
requirements?

Catering/food and beverage
functions need to finalize no later
than 30 days in advance.

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21. OUTLET INFORMATION

To better help our outlets schedule labor to service your conference attendees can you please let us know what type of impact your attendees will have on the following outlets for each meal period.

Starbucks Coffee / Market Place

AM/time of impact?

Mid afternoon

PM/how late?

Pizza Hut

Lunch/times attendees will impact

Dinner/times attendees will impact

Café Del Sol

Breakfast/time of impact/early risers?

Lunch/time of impact

Dinner/time of impact

Degrees Lounge (Lobby Lounge)

Will we see your attendees?

What time will they impact us?

What type of beverages preferred?

JW Steakhouse –Fine Dining

Dinner/time of impact

Room Service

Arrival/times attendees will impact

AM/time of impact?

Mid afternoon

PM/how late?

Lobby Shop

Any special items we should carry for your attendees?

Is your group likely to utilize room service? If so, to what extent and for which meals in particular? Will you be sending Room Service amenities to your VIPS?

Event Resume Questionnaire

22. COMMUNICATIONS

Where should we direct general information inquiries?

Will you provide a message center for attendees? If so, where will it be located and what are the hours of operation?

What volume of fax activity should we expect?

Light / Medium / Heavy (Circle One)

23. ENGINEERING

Would you like meeting rooms and /or the meeting offices re-keyed? If so, how many keys will be required for each room?

Cost is \$50.00 per door ++

24. HOUSEKEEPING

Should VIP rooms be serviced at or by a specified time?

Are you aware of any special requests or requirements such as refrigerator requests, chemical sensitivities which prevent the use of cleaning agents, etc.?

How many Marriott Elite Reward members will the group have so we know for turndown service requests?

HEALTH CLUB

Will your group utilize the Health Club? If so, what time of day would they most likely go?

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25. BELLSTAND

Arrival and departure information is important for the bellstand and was included in a previous section of this questionnaire. Also:

Will there be any guest room deliveries? If so, what are the specifics?

Will your group use laundry service extensively?

Note: If you event has an exhibit at the hotel – please refer each exhibitor to the bell stand for shipment arrangements

26. CONCIERGE

What level of activity do you anticipate at the concierge desk?

Light / Medium / Heavy (Circle One)

Have you contracted any services such as tours, childcare, local information desk, etc.?

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27. GARAGE/VALET

Are there any special arrangements or requirements that our garage should be aware of?

Current Overnight Parking

Rates:

\$24.00 for Self Parking (Over Night – with “in and out” privileges)

\$28.00 for Valet Parking

**Rates are subject to change without notice*

Current Day Parking Rates:

Self Parking

\$0 (0-20 mins)

\$11 (20-60 mins)

\$16 (61-120 mins)

\$24 (120 mins-24 hours)

Valet Parking

\$0 (0-20 mins)

\$21 first three hours

\$28 max daily rate

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28. SAFETY and SECURITY

Will security personnel be required?

When and where? (Special Detail Order)

Who will be Safety and Security's primary contact in the event of emergency situations involving attendees?

Should we expect heavy volume in the Lobby Bars that might need Security Presence? If so, list the nights we should have more Security.

Are there any high profile VIP's staying or attending the Conference? If yes, are there any concerns about their visit?

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29. SHIPPING AND RECEIVING

Will you be shipping materials to the hotel? How much and when?

(Please note that the hotel has limited storage and can only accept items 3 days prior to your event.)

Cost of Shipping fees will apply.

Please ask your Event Manager for Shipping and Receiving price list.

*for special shipments please contact 714-750-8000 x 5616 for more details

Will you be shipping materials out at the conclusion of your event?

Will you need additional labor to transport shipping materials from one location to another? If so, please detail your expectations?

30. LOBBY SHOP

Will your group request specific newspapers or sundry items?

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31. AVT – EVENT TECHNOLOGY

Will AVT be handling your event
Technology needs?

If choosing another outside vendor
which company are you Utilizing?
Contact and phone number?

Will hanging banners be required at
any time during the event?

Will your event involve exhibits?

Are the exhibitors responsible for
their own electrical, internet and
power needs?

Will there be a need for Internet
Access, Electrical 110/220v and or
Rigging for your event in the
Meeting Room areas?

32. EVENT SERVICES

Are there any special requirements
for meeting room set-up that we
should be aware of?
