

NEW SALES LEAD



Williamsburg Tourism Council
Address: 421 North Boundary Street P.O. Box 3495 Williamsburg, VA 23185 USA
Phone: 757.253.2262

Created: 11/13/2020
Response Due Date: **11/16/2020**
Decision Date: 11/30/2020
From: Julia Smyth-Young, Director of Sales -- (757) 253-2313, julia.smyth-young@visitwilliamsburg.com

Lead ID: **3911**
Organization: HelmsBriscoe
Market Segment: Social
Meeting: Confidential Client
Contact: Tammy Wightman

Company: HelmsBriscoe
Address:

Phone: (703) 618-7659
Fax:
E-Mail: twightman@helmsbriscoe.com

MEETING REQUIREMENTS

Requested Dates: 02/05/2021 to 02/07/2021
Meeting Dates: 02/06/2021 to 02/07/2021
Alternate Dates: to
to

ROOMS FORECAST

Room Attendance: 0
Requested Rooms: 22
Requested Peak: 11

	Fri, 02/05/21	Sat, 02/06/21	Sun, 02/07/21	Mon, 02/08/21	Tue, 02/09/21	Wed, 02/10/21	Thu, 02/11/21
Requested Rooms	11	11					

COMPETITION

NOTES

Meeting Requirements:

The business meeting will be approximately 10 ppl U-shaped and may need to include one staff member virtually. AV needs 1 screen, WiFi. See the attached agenda, no anticipated F&B for a business meeting, just water.

Schedule of Events:

- Feb. 5, 2021: Arrivals and meals on own
- Feb. 6, 2021: Breakfast on own, Mid/late morning- possible off-site activity, lunch on own.
- 1 PM-4 PM: Staff business meeting, conference-style for 10 ppl with 6' social distancing, A/V required
- 6 PM - 9 PM Staff and Spouse Dinner
- Feb. 7, 2021: Breakfast on own and checkout

Comments:

This RFP is for a client annual staff meeting; families and spouses are encouraged to join the staff on this annual outing. The meeting typically includes free time, 1 or 2 on or off-site activities, a small dinner, and a business meeting. A commissionable rate is required. Room types will vary, pending if just spouse will be accompanying the staff member and/or family members. Some may need only a king, others may need quads and/or adjoining rooms.

Action Requested:

Respond directly to Tammy and cc Julia on response.