



DETROIT
METRO
CONVENTION
& VISITORS
BUREAU

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Family Reunion Registration Form

Provide the information below regarding your upcoming reunion in metro Detroit. Please print clearly.

Reunion Details

Official name of the reunion: _____

Reunion dates: _____

Reunion planner name: _____

Address: _____

City, State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Second contact: _____

Phone: _____ Fax: _____ Email: _____

What is your preferred method of receiving information from vendors? (Circle) Email Fax Phone

Hotel Details

Have you already signed a hotel contract? _____ Hotel name and location _____

If no, please provide the following information so that we can assist you with locating a hotel:

Approx. # of Hotel Rooms Needed: _____ Doubles: _____ Kings: _____

Approx. # of People: _____ Hospitality Suite (for a meet and greet social, etc.): Yes No

Please indicate the hotel amenities you desire (pool, restaurant, lounge, fitness center, etc.):

Please indicate your desired room rate (per night): _____

Please indicate hotel location preference: (CIRCLE ALL THAT APPLY)

Downtown Southfield North (Troy/Sterling Heights/ Warren)

Airport/Downriver Dearborn West Northwest (Livonia/Novi)

Windsor

Reunion History (please provide information about your last reunion)

Year, City, Hotel: _____

Number of attendees: _____ Number of hotel rooms: _____

Reunion Name: _____ Reunion Planner Name: _____

Banquet Details

Do you want information on banquet spaces? Yes No

Approx. # of people attending: _____ Date and time of banquet (if known): _____

Specify which type(s) of services will make your reunion a success!

Attractions

Casinos Cruises/Tours Museums/Ethnic Sites Parks

Other/Specify: _____

Ground Transportation

Motorcoach/Bus Charter for Touring (over 20 people) Shuttle Services (20 people or less)

Other: _____

Additional Needs

Entertainment/DJ Food/Catering Tour Guide T-Shirts Souvenirs

Other: _____

How Did You Hear About Us?

Electronic Newsletter Magazine Newspaper Radio Television

Other: _____

Is this your first time working with the Detroit Metro Convention & Visitors Bureau?

Yes No

Reunion Process:

Step No. 1: Submit the Family Reunion registration form

Step No. 2: Submit your hotel contract

Step No. 3: Receive and submit a product request form (6 weeks prior to your reunion)

Step No. 4: Receive confirmation and pick-up your FREE items (Wolverine Solution, 1601 Clay St. Detroit)

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