

FAMILY REUNION

Registration Form

PROVIDE THE INFORMATION BELOW REGARDING
YOUR UPCOMING REUNION IN METRO DETROIT.



REUNION DETAILS

Official name of the reunion: _____

Reunion dates: _____

Reunion planner name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

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

HOTEL DETAILS

Have you already signed a hotel contract? Yes No

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: (CHECK 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: _____

FAMILY REUNION

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 1: Submit the Family Reunion registration form

Step 2: Submit your hotel contract

Step 3: Receive and submit a product request form (6 weeks prior to your reunion)

Step 4: Receive confirmation and pick-up your FREE items (Wolverine Solution, 1601 Clay St. Detroit)

Detroit Metro Convention & Visitors Bureau

211 W. Fort St., Ste. 1000

Detroit, MI 48226

Direct: 313-202-1985

Fax: 313-202-1911

Email: reunions@visitdetroit.com