

A) ESSENTIALS

- Proposal Request date:
- Company name:
- First point of contact details:
 - Email address:
 - Phone and preferred time to call:
- End-client industry (e.g. pharma, automotive, finance etc.):
- Proposal type: Direct proposal Bid. Number of bidding parties:
- Group Arrival and Departure date?

B) MOTIVATION OBJECTIVE (check which desired)

- What do you want to achieve?
 - To create overall motivation
 - To boost team-spirit
 - To improve a positive culture
 - To reward team performance
 - To introduce company changes
 - To solve a company or cultural challenge

C) WHO IS THE GROUP

1. What is the size of the group?
2. What is the Female / Male ratio?
3. What is the Age range?
4. How would you describe the company culture?

D) EXPECTATION

1. What you want to hear from the group when they get back to the office?
2. What was the best and worst part of your previous incentive program?
3. Why is the timing right to organize this incentive program now?
4. What destinations has the group traveled to before?

E) DESTINATION

1. What is the desired destination (City & State) , and reason for selecting this destination?

2. Will the group attend a relevant event (for example conference, sports event)? If so, which?

F) PROGRAM ELEMENTS

F1) Mandatory proposal elements (check which desired)

Hotel

• **Minimal star rating**

• **Guests per room:** How many of each? (e.g. 15 singles + 30 doubles)

One bed per room

Two beds per room

Restaurant services

Hotel (all)

Off-site

Breakfast

Lunch

Dinner

Meeting room needs: Any special requests? (e.g. food & beverages, half-day / full day)

Hotel

Off-site

Transportation

Full program transportation

• **Airport transfers (optional):**

Individual arrival and departure transfers

Group arrival and departure transfers

Guide services

English

German

Spanish

Portuguese

Dutch

Other desired languages:

Activities and Excursions

Any mandatory:

Gala evening

• **Venue**

Hotel

Off-site

Entertainment

Host

F) PROGRAM ELEMENTS (Continues...)

F2) Optional proposal elements (check which desired)

- Night life activities
- Team building activities
- Inspirational speaker
- Special event ticketing
 - Sport
 - Theme parks
 - Concert
 - Other
- Welcome / Farewell gifts
- Photographer
- Hospitality desk (on-site First point of information desk)
- On site program management (during incentive program)
 - First Point of Contact
 - First Point of Contact AND additional FIT representative

G) TIMINGS

• What is the timeline:

1. Proposal submission deadline?
2. Proposal decision and feedback date?
3. Do you want to do a site inspection? If so, when (approx..)?

H) SCOPE

• What is the maximum total budget per person (US dollar)?

I) ADDITIONAL NOTES WE SHOULD KNOW.

FIT Program Manager: _____
First Name Last Name Email Address

Client initials

Date

FIT Program Manager initials

Date

Thank You