

Keystone Event Concepts, LLC

Jamie V. Cowling

Hotel Contract Negotiating / Executive Travel Director



DO YOU NEED HELP SECURING HOTELS AND SETTING UP MEETINGS?

Whether you are an Executive Secretary, Administrative Assistant, or a Meeting Planner if you need help selecting and/or negotiating a hotel contract for your next important meeting or event, I am here for you. I'll work with you at **NO COST TO YOU** as **HOTELS WILL COMPENSATE ME** for recommending their property! The only requirement is that the total sleeping room charges should exceed \$5,000. **That's it!**

HOW DOES IT WORK?

1. You provide me with suggested meeting/retreat locations, meeting and sleeping room parameters, and I'll submit RFP's (Requests for Proposals) to appropriate hotels.
2. I then send you a summary of all hotels, including costs, meeting space available, etc. for your review and hotel selection.
3. I'll negotiate the hotel contract (including walk clause, force majeure clause, renovation clause, etc.) and submit it to you for signature.
4. I'll work with the hotel to finalize the rooming list and all F&B (Food & Beverage) arrangements on site.

DO YOU NEED HELP WITH OTHER MEETING OR ON-SITE LOGISTICS?

Other services are also available such as complete program management for incentive trips, VIP or Board of Director retreats. I will oversee and actively participate in all aspects of your program, or any specific area as needed. Each program is an ongoing creation and will continue to be tailored to each client's specifications and needs. With over 13 years in program planning and on-site operations experience, I have a proven track record and am eager to work with you to ensure the success of your program. You name the area of expertise, and I'll provide you with the energy and professionalism you require!

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