

AQUA AEROBICS UNLIMITED
EVENT HOSTING INFORMATION

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PAULINE IVENS IS CURRENTLY TAKING BOOKINGS FOR 2010. DATES ARE AVAILABLE IN MARCH, APRIL, MAY, JUNE, SEPTEMBER, OCTOBER & NOVEMBER.

Pauline offers weekend trainings. Two full days (Sat/Sun) are the norm. Three day events are also provided, and are more typical if the AEA Certification is going to be included. Pauline has a large selection of specialty water exercise workshops, plus she facilitates the AEA Primary Aquatic Certification.

The following details must be emailed, or mailed to Pauline Ivens before a Booking can be confirmed (emailed as an attachment is preferred)

FACILITY NAME:

FACILITY PHONE:

FACILITY FAX:

FACILITY ADDRESS:

FACILITY CONTACT PERSON:

(this must be the primary person who will work with Pauline to set up the event)

DAY PHONE:

HOME/CELL PHONE:

EMAIL ADDRESS:

WHICH HOSTING OPTION DO YOU WANT TO BOOK? See notes below:

Hosting Option #1

Hosting Option #2

HOSTING OPTION #1: In this scenario, you opt to organize the event, and I am the "guest presenter." You are responsible for all the organization, including design, printing, and mailing of a brochure. You also process all registrations and confirmations. You handle all financial aspects of the event. You then pay the presenter fees, which are currently \$195 per contact hour of education + expenses (airfare, hotel, ground transportation, meals, duplication of workshop handouts).

This option is primarily chosen by hosts who want to organize, and make money on the event.

HOSTING OPTION #2: In this scenario, I do everything (well, almost everything!). I do the brochure, mailing, processing of registrations, and confirmations. I arrange my own travel, hotel, rental car, etc. There are no direct costs to the host, as long as you can provide the pool, classroom, AV equipment, and staff support. In return for use of the facilities, on-site staff will receive a specified number of free places at the training.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What dates do you have in mind for a training weekend? Please try to give 3 possibilities. Bear in mind that events need a minimum of 4 months advance booking.

2. Do you want to host the AEA Aquatic Fitness Instructor Certification as part of the weekend event? My preference is to offer this on a Friday followed by 2 days of my workshops. (Please note that there is a separate Hosting Application, with very specific site requirements, for AEA Certification, so I cannot guarantee that you will be able to host an AEA Certification. AEA also requires a minimum 120 day advance booking for a Certification. You have to plan well in advance)

3. What topics/subject areas for workshops do you feel would be most beneficial for your staff, and your area instructors. Please list as many topics as possible (as your booking is reviewed, you will be sent a list of Pauline's current workshops)

4. Please describe the general location of your facility.....is it city center, rural, on a main interstate, a university campus, resort, near airport, near restaurants, hotels, etc? Give as much information as possible (this information needs to be a short paragraph that I can use in the promotional brochure)

POOL INFORMATION

1. Please describe your pool in detail. You **MUST** provide a detailed drawing/diagram of the pool design, deck areas, etc. Photos are ideal.

2. Measurements of your pool:

Water depths:

Clearly define which area is shallow, and which is deep.

3. Average water temperature:

Can the water temperature be adjusted for this event? We need 82-86 degrees for most workshops.

4. Is your pool INDOOR or OUTDOOR?

5. Can you provide exclusive use of the pool for the hours required for the workshops? Most workshops require use of the pool for 1.5 hours in the morning, and 1.5 hours in the afternoon. There is no need to shut the pool down all day.

6. Do you have a waterproof cordless microphone?

7. Do you have a music system with CD and/or IPOD capabilities?

8. What pieces of water exercise equipment do you have? Please list brands, numbers and sizes (some workshops use equipment and the host must be able to provide the necessary pieces. A full workshop is 40 participants). A couple of workshops use specialized equipment and this will be shipped in.

LECTURE ROOM INFORMATION

1. Is there a lecture room available that can be set up with tables and chairs for up to 40 attendees? (3 per table max)

2. Can the lecture room be reserved all day, so we have a home base to leave all our things while we are at the pool? The lecture room is usually needed from 7:30am to 6:00pm.

3. Can you provide the following support equipment:

Additional tables for Pauline

LCD Projector and screen

TV with DVD player

Chalkboard, dry erase, or flip chart

Extension cord

(I won't need all of these, but I need to know what is available)

ADDITIONAL NEEDS/INFORMATION

1. Can you provide the following adjunct facilities:

An aerobics/movement studio

On-site food service/cafeteria

Convenient male and female bathrooms and locker rooms

Ample free parking for attendees

Receiving, storage, and re-packing of event equipment*

*I need to be able to ship some things to your facility. The host must be able to help me after the event with drying and repacking any leftover water exercise equipment.

2. Can you provide local transport and accommodations for Pauline Ivens?

In an effort to keep expenses reduced I am asking if you can provide a place for me to stay, and/or transportation from the airport, to the facility, back to the airport, etc. Several of my previous hosts have done this for me, and it has been really nice. I have stayed at my host's home. Some hosts can get a free room at a local hotel, and/or free transportation. This is not required, but just let me know what is possible. Any savings on expenses will help keep the workshop fees lower.

NEAREST AIRPORT

Please indicate nearest airport, and distance from airport to facility

NEARBY HOTELS

Please list names and phone numbers for three nearby hotels

SEND THIS INFORMATION TO PAULINE AS SOON AS POSSIBLE. YOUR BOOKING WILL NOT PROCEED UNTIL THIS INFORMATION IS COMPLETED.