

AQUA AEROBICS UNLIMITED
EVENT HOSTING INFORMATION

Email: Waterpolly@aol.com

Mail: AAU, 2124 NE 78th AVENUE, PORTLAND, OR 97213

PAULINE IS CURRENTLY TAKING BOOKINGS FOR 2007. DATES ARE AVAILABLE IN APRIL, MAY, JUNE, SEPTEMBER, OCTOBER & NOVEMBER.

Pauline offers weekend trainings. Two full days (Sat/Sun) are the norm. Three day events are also provided. 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 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 \$175 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 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.

2. Do you want to host the AEA Aquatic Fitness Instructor Certification as part of the weekend event? My preference is to offer these on a Friday followed by 2 days of workshops. (Please note that there is a separate Hosting Application for AEA Certifications, so I cannot guarantee that you will be able to host an AEA Certification)

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.

POOL INFORMATION

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

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 tape and CD capabilities?

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?

3. Can you provide the following support equipment:

Additional tables for Pauline

Overhead projector and screen

LCD Projector and screen

TV/VCR

TV with DVD player

Chalkboard, dry erase, or flip chart

(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 my equipment and the HYDRO-FIT equipment to your facility. The host must be able to help me after the event with drying and repacking any leftover equipment.

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