

Visit Kinston

1 - INTAKE FORM - STAFF USE ONLY:

Staff Person _____
Walk in _____ Phone _____ E-mail _____
Interview YES _____ NO _____ Date _____
Staff Person Away From Office On Assignment _____
Date: _____ Times: _____

Intake for Reunion, Conferences, Meetings and/or Tours

Reunion, Conference, Meeting, and/or Tour Name _____

Date: _____ Times: _____

Location of Event: _____

Number of attendees expected: _____ Out of town attendees expected : _____

Accommodations/hotels/campsites: _____

Overnight Stay: _____ Yes _____ No _____ How many days _____

Bus: Yes _____ No _____ Call for reservation _____ Confirmed _____

Bags: Yes _____ No _____ How Many: _____

Table: Yes _____ No _____

Need Itinerary: Yes _____ No _____ Itinerary Complete _____ Itinerary Approved _____

Other request: _____

Contact Person: _____

Address: _____

H Phone: _____ C Phone: _____ Work: _____

E-Mail: _____

Follow up : Staff Person _____ Date _____

Comments: _____

Follow up : Staff Person _____ Date _____

Comments: _____

Follow up : Staff Person _____ Date _____

Comments: _____

Follow up : Staff Person _____ Date _____

Comments: _____

Staff Only: Place request form in Request Form Book

Visit Kinston

2 - REVIEW FORM

Jan Parson only: _____

Date Reviewed _____

Date place in book _____

Review for Reunion, Conference, Meeting and/or Tours

Reunion/ Conference/Meeting/Name: _____

Request: _____ Nothing _____ Other: _____

Visitors Bag: _____ Yes _____ No _____ Number of Bags: _____

Items: _____

Visitor's Guide Only: _____ Yes _____ No

Welcome Sign: _____ Yes _____ No

Tour: _____ Yes _____ No _____ Type: _____ Date & Time: _____

Itinerary: _____ Venues: _____

Tour Guide: _____

Bus: _____ Van: _____ Driver: _____

Visit Kinston Director's Welcome _____

Special Instructions:

Jan Parson Signature: _____

Follow-up person signature: _____

Visit Kinston

3 - FOLLOW-UP FORM Date Completed _____ Staff Initials _____

Follow-up for Reunions/ Conferences Meetings and/or Tours

Reunion/ Conference/Meeting/Tour Name _____

Initial and date upon completion of the following:

Bags Completed	_____	Date	_____
Welcome sign prepared	_____	Date	_____
Welcome sign returned	_____	Date	_____
Tour Itinerary Planned	_____	Date	_____
Bus/Van Reserved	_____	Date	_____
Contact Bur Driver	_____	Date	_____

Visit Kinston Director's Welcome Arrangements Made:

_____ Date _____

Other special instructions completed:

_____ Date _____
_____ Date _____
_____ Date _____

All materials picked up _____ Date _____

If you have prepared any of the above please leave information as to where it is stored for pick-up.

Comments
