

AQUA AEROBICS UNLIMITED
EVENT HOSTING INFORMATION

Email: Waterpolly@gmail.com

PAULINE IVENS IS CURRENTLY TAKING BOOKINGS FOR 2018. DATES ARE AVAILABLE IN APRIL, JUNE, SEPTEMBER, OCTOBER & NOVEMBER.

Pauline offers weekend trainings. Two full days (Sat/Sun) of water exercise workshops are the norm.

A weekend of educational workshops usually needs to be booked 4 months in advance. Pauline has a large selection of specialty water exercise workshops. The workshop list will be emailed to you after this form has been received and reviewed.

HOW TO START A BOOKING

The following details must be emailed to Pauline Ivens before a Booking can be confirmed. Please send this information as soon as possible (emailed attachment is preferred)

FACILITY NAME	
FACILITY PHONE	
FACILITY WEBSITE	
FACILITY ADDRESS	

FACILITY CONTACT PERSON: this must be the primary person who will work with Pauline to set up the event:	
NAME & TITLE	
DAY PHONE	
CELL/HOME PHONE	
EMAIL ADDRESS	

WHICH HOSTING OPTION DO YOU WANT TO BOOK? See notes below:	
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, baggage fees, 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. Pauline Ivens will assist with advertising details including bio, photos, workshop descriptions & pricing recommendations.

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.
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PLEASE ANSWER THE FOLLOWING QUESTIONS:	
What dates do you have in mind for a training weekend? Please try to give 3 possibilities. Bear in mind that events need a <u>minimum</u> of 4 months advance booking.	
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)	
Please describe the location of your facility.....is it city center, rural, on a main interstate, a university campus, resort, near airport, near restaurants, hotels, etc? I need a full description of your facility for marketing and promotion. Give as much information as possible (this information needs to be 5-6 sentences that I can use in the promotional brochure)	

POOL INFORMATION	
Please describe your pool in detail. You MUST provide a detailed drawing/diagram of the pool design, deck areas, etc. Two or three photos must be attached to this information	
Measurements of your pool: length & width	
Water depths: indicate where depth changes	
Clearly define which area is shallow, and which is deep.	
Average water temperature: Can the water temperature be adjusted for this event? We need 82-86 degrees for most workshops.	
Is your pool INDOOR or OUTDOOR?	
Can you provide exclusive use of the pool for the hours required for the workshops? We cannot conduct workshops in a noisy pool environment. One or two lanes for lap swimmers is acceptable as long as we have adequate square footage for the workshop attendees. 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.	
Do you have a waterproof cordless microphone?	
Do you have a music system with CD and/or IPOD capabilities?	

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.

ITEM	BRAND	SIZE	NUMBER

LECTURE ROOM INFORMATION	
Is there a lecture room available that can be set up with tables and chairs for up to 40 attendees? (3 per six foot table max)	
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.	
Can you provide the following support equipment: Additional tables for Pauline LCD Projector and screen Extension cord	

ADDITIONAL NEEDS/INFORMATION: can you provide the following:	
An aerobics/movement studio	
On-site food service/cafeteria	
Convenient male and female bathrooms and locker rooms	
Ample free parking for attendees	
Please indicate nearest airport, and distance from airport to facility	
Can you provide local transport and accommodations for Pauline Ivens? (this is not required but many of my hosts offer me a place to stay and this is wonderful!)	