|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \\CTA-SERVER\Shared\Logos-Banners-Maps\CCCTA Logo\cta logo stacked.eps | | **Familiarization Tour Request** | | | | |
| **Project Brief** | | | | | | |
| Project Name: |  | | | Date Initiated: |  | |
| Contact: |  | | | Date Revised: |  | |
| Contact Phone: |  | | |  |  | |
| Project No: |  | | |  |  | |
| Fiscal Year: |  | | |  |  | |
| **Project Description** | | | | | |
| Backgrounder | | | | | |
| Description/ Target Market | | |  | | |
| Client Background | | |  | | |
| Tour Operator or Travel Agent? | | |  | | |
| Website | | |  | | |
| Primary Market | | |  | | |
|  | | |  | | |
| Objectives/Product & Experiences Requested | | | | | |
| Focus of FAM | | |  | | |
| Looking for New or Existing Product? | | |  | | |
| Suggestions for Inclusions | | |  | | |
|  | | |  | | |
| Logistics Instructions | | | | | |
| Who is organizing: rooms, transportation, meals, activities | | |  | | |
| # of rooms required; single / double occupancy | | |  | | |
|  | | |  | | |
| Itinerary | | | | | |
| Dates | | |  | | |
| Flight Info | | |  | | |
| Days/ Nights in each location | | |  | | |
| Is Tour Operator organizing any portion of the FAM on their own? | | |  | | |
|  | | |  | | |