

## WHY USE ORIGIN EVENT PLANNING?

- **NO COST:** There is absolutely no cost to you, the client! Origin Event Planning is paid a placement fee from the hotel.
- **TIME:** Industry research shows that 40% of a meeting planner's time is spent on site selection. Origin Event Planning can save you that time.
- **INDUSTRY PRESENCE:** Origin Event Planning is a premier global site selection company with hundreds of partner hotels located internationally.
- **BUYING POWER:** Origin Event Planning has exceptional buying power that translates into savings for our clients. Hotels recognize the value our business and work with us to ensure that our clients receive special consideration with very competitive rates.
- **INDUSTRY KNOWLEDGE:** Our extensive database includes not just the number of rooms and square footage of meeting space, but condition and service information along with past rates received by our clients. This knowledge is very useful when selecting and negotiating with hotels.
- **EXPERIENCE:** Origin Event Planning associates are seasoned professionals with an average of fifteen years of industry experience. The OEP team is comprised of former Hotel/Resort Directors of Sales and Meeting and Event Planners. With this wealth of experience OEP offers the client invaluable insight into the site selection process.

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ORIGIN  
handles the details



## THE PROCESS

### The Agreement...

If your organization is agreeable with our services we will begin the initial site selection search for meetings requiring guest rooms. The following services are complimentary to meeting planners.

### The Requirements...

The planner will provide the basic requirements for the program including desired location(s), preferred dates, meeting room requirements, number of sleeping rooms, and any other details that are pertinent to the initial search.

### The Research...

We will search our database of over 20,000 hotels, which includes comments from other associates and meeting planners on items such as service, physical condition and rates. We will compare these results to other resources. We will also check for any special deals available to OEP representatives only, to see if any match your requirements. Specific hotels requested by the planner will be included, as well those that we have found that fit your requirements.

### Sending the Lead/RFP...

Requests for proposals will be sent out to the hotels. We will compile all of the information we receive back from the hotels into a grid format and send the results of our search to you.

### Narrowing the decision...

Using the hotel grid provided, you will select one or more hotels that you are interested in pursuing, and then we will request sales kits and further considerations from the hotel. We will also take this time to set up any site tours you request, which will allow you to meet the staff and become more familiar with the hotel(s).

### The Final Contender...

You select the hotel of your choice, and we request that the hotel draw up the contract.

### Negotiations...

We will review the first draft of the contract from the hotel, ensuring that pertinent clauses and concessions are included. A clause will be included in the contract stating that the hotel will pay a placement fee to Origin Event Planning. You will receive a copy of the contract for review, and we will negotiate until a final agreement has been reached. You will then sign the final copy of the contract and return it to the hotel.

### Your Site has been Selected...

The process is complete. We can continue to work with the hotel at your discretion. This is part of the continued services that OEP provides. We assure you that you will always have us to count on.