

REGIONAL TRAINING WORKSHOP  
WORKSHEET

Contact Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Proposed Host Temple Name \_\_\_\_\_ Host Temple City \_\_\_\_\_

Proposed Dates of Regional Training \_\_\_\_\_ 2<sup>nd</sup> Choice of Dates \_\_\_\_\_

List all Temples that would be invited to this workshop:

Name of Temple	City
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Add an additional sheet if necessary.*

What hotel do you recommend? \_\_\_\_\_

What is the cost of sleeping rooms per night? \_\_\_\_\_ Discount for booking 10+ rooms? \_\_\_\_\_

Is breakfast provided with room rate? \_\_\_\_ YES \_\_\_\_ NO Safe Neighborhood? \_\_\_\_ YES \_\_\_\_ NO

Meeting Rooms at the preferred hotel:

Are meeting rooms available in this hotel on the proposed dates? \_\_\_\_ YES \_\_\_\_ NO

Type of meeting rooms: \_\_\_\_\_

Cost of meeting rooms: \_\_\_\_\_

Discount or free with the booking of sleeping rooms? \_\_\_\_ YES \_\_\_\_ NO

Other info about hotel: \_\_\_\_\_

What is the Host Temple willing to provide? (Check all that apply)

\_\_\_\_\_ Meeting Rooms

How many? \_\_\_\_\_

Which Days? \_\_\_\_\_

What Cost? \_\_\_\_\_

What types of Rooms (i.e. Session Room; conference room; dining room; meeting room; etc.)

\_\_\_\_\_

\_\_\_\_\_ Meals

How many? \_\_\_\_\_

Which Days? \_\_\_\_\_

What Cost? \_\_\_\_\_

\_\_\_\_\_ Paraphernalia

Can the Temple's Paraphernalia be used for demonstrations? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ Volunteers

Would there be Members of this Temple willing to assist? \_\_\_\_\_ YES \_\_\_\_\_ NO

Why, in your opinion, should Regional Training be held in this location?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Queen's Signature

\_\_\_\_\_  
Pr. Recorder's Signature & Temple Seal

**Submit to:**  
**Action Team, 808 Shasta Lane, Keller, TX 76248-2844**  
**maggierisk@mac.com**