

Planning a Reunion can be an overwhelming job! Avista Hotels & Resorts wants to help make planning your Reunion easy!

### **For the Best Group Rates:**

Start Planning 6 months to a year in advance  
Have an estimated number that will attend  
How many rooms will you need?  
Will you require Event Space for your Family Get Together?

The Holiday Inn Hotel & Suites offers deeply discounted Group rates when booking at least 6 months in advance!

We will talk about How to get FREE Event Space, Complimentary Rooms and Upgrades!

Secure a Room Block with us

Securing a Room Block is easy! First we find you the best rates & dates for your Reunion. A Room Block Agreement is sent your way outlining your rate, book by dates and concessions. Once we receive your signed agreement we block the rooms for you, countersign the agreement and send a copy to your for your records. That's all; now you and your Guest can begin booking!

The Holiday Inn Hotel & Suites offers a wonderful web-site program that allows you the planner to create a web-site for your Reunion; you can keep everyone informed of Reunion information, post pictures and make fast and easy reservations right on the site. Book with us and we will take it from there.

### **Two Months in advance**

Let us know if we can assist you in anyway. Will you be providing Goody Bags or Special Gifts for your Guest? We are happy to make arrangements to hand these out at check in or place in the rooms for you. Would you like for us to add an Orlando Discount Coupon Book to your bags worth up to \$2,000 free of charge?

Are you planning a Meet N Great or Family Dinner?

We have a very experience catering team that is happy to assist you in planning all of your catered Events.

Will your Family be visiting any of the local Theme Parks?

The Holiday Inn Hotel & Suites proudly uses New Way Transportation for Group transfers to any one of the Amazing Theme Parks. We are happy to negotiate a Transportation Group Rate and make all of the arrangements per your requirements.

What other local activities are you interested in?

Golf, Shopping, Museums? Save time and let us gather the information for you; tell us what your family members are interested in and then leave the information gathering to us. We can set T-Times for you; Put you in touch with Group Sales for any of the local attractions for Discounted Group Tickets.

Plan to preserve your Reunion?

Need a photographer to capture special moments and group shots? Need Matching T-Shirts? Need a Banner? We have the connections! We have many partners that we work with that offer great services at great prices and we can put you in contact with them.

### **One Month in Advance**

A conference call with the Director of Sales to finalize your Amazing Family Reunion Plans

The Holiday Inn Hotel & Suites offers you, your very own Reunion Specialist that will assist you from the beginning to end of your Reunion. She will be your contact for what ever you need.

### **A Week Before**

Now pack your bags, don't forget your sunscreen & sunglasses and get ready to enjoy your Perfect Family Reunion in Orlando!

We look forward to meeting you & your Family!

Your Reunion Specialist,

Jenny Page  
Director of Sales

Johanny Herrera  
Reunion Coordinator

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Reunion Hotline (Hours 9:00 AM – 5:00 PM) (Mon – Fri)  
407-581-3008