Memo

November 1, 2016

To: Blooms Garden Supply Sales Team

From: Your Name

Re: Winter Sales Meeting

Our Summer Sales Meeting is almost here! Planning is underway now, and I wanted to take the opportunity to share some of the details with all of you.

Dates and Location

The meeting will take place on January 5-7, 2017 at the Red Rose Hotel and Conference Center in Orlando, Florida. You should plan on arriving in Orlando by 2:00 PM on January 5.

About the Hotel and Conference Center

The Red Rose Hotel and Conference Center offers state of the art confernce facilities as well as excllent recreational amenities including tennis courts and a golf course. In our free time we can take advantage of all that Orlando has to offer.

Meeting Information

The meeting will open with a dinner and welcome reception on January 5. On January 6 and 7 the meetings will run from 9:00 to 5:00 with an hour break for lunch. Thirty- minute breaks will occurr between 10:00-10:30 and 3:00-3:30. All areas of the conference center are equipped with wireless Internet access.

Planned Activities

In addition to the meeting, we have planned the following special activities:

January 5: Welcome reception and dinner with remarks from CEO Joyce Yee.

January 6: Awards dinner

January 7: Optional golf tournament (starts at 6:00 AM)

Trip Planning

I look forward to seeing you there! Please plan your travel no later than November 15. Buses will be waiting for you at the airprt to take you to the hotl on January 5; any taxi fares submitted on expense reports will not be reimbursed.