Lapland End of Season Handover

Please complete the below as fully as possible

Hotel Name:

Number of Rooms	
Board Basis	
Location of the hotel and transfer time from the Airport	
Hotel Address	

Hotel Staff information

Hotel Manager Name + Email address	
Front Desk Manager	
F&B Manager	
Other Key Hotel People to know and why, e.g. Housekeeping, Public Relations etc.	

Entertainer Information:

Where is the Entertainers Board Located:	
Did the Entertainers attend the Welcome Meeting? Where did it take place? What time?	

The Hub, Unit 3, 55 Gorst Road, London, NW10 6LS 0207 384 2050 info@livebusiness.co.uk www.livebusiness.co.uk

Entertainment

Daytime activities provided (Attach 3 day & 4 day programme)	
Evening entertainment provided (Attach 3 day & 4 day programme)	
Does any entertainment provided by the hotel prevent TUI Entertainment being fully delivered? If yes, please explain	
What venues are used for **daytime** TUI Entertainment within the hotel?	
What venues are used for **evening** TUI Entertainment within the hotel?	
What areas did you use for outdoor activities? Does the hotel provide any equipment set-up for these activities (eg. Marshmallow toasting)	
Is there any entertainment provided locally in the resort? If so what?(for example, weekly live music)	

The Hub, Unit 3, 55 Gorst Road, London, NW10 6LS 0207 384 2050 info@livebusiness.co.uk www.livebusiness.co.uk

Where is the Non-TUI Entertainment advertised?	
Please list any sound equipment provided by the hotel Sound equipment provided by TUI – Please list and let us know what condition this is in ie. Is it broken? Does it work? How many of each item Where will this be stored? Sound Levels	
Storage Facilities	
Do reps get involved in the Entertainment? How?	
Hotel Celebrations that might affect entertainment	
Did the hotel provide any prizes?	
Where will equipment be stored for next year?	

The Hub, Unit 3, 55 Gorst Road, London, NW10 6LS 0207 384 2050 info@livebusiness.co.uk www.livebusiness.co.uk

Airport - Describe how it runs

Festive Finale - Describe how it runs, if you have to travel to a different venue to do this and let us know the running order and timings

Santa's Visit- Tell us when and where this happens

Daytime Entertainment

Please provide feedback on the following activities – (What worked/what didn't and why)

Festive Fun (Indoor)	
Festive Fun (Outdoor)	
Christmas Crafts/Dear Santa	
Elf School	
Christmas Conundrums	
Captain T Storytime	

The Hub, Unit 3, 55 Gorst Road, London, NW10 6LS 0207 384 2050 info@livebusiness.co.uk www.livebusiness.co.uk

List most popular Daytime Activities: Why? -

List least popular Daytime Activities: Why? -

Evening Entertainment

Please provide feedback on the following activities – (What worked/what didn't and why)

Christmas Chaos/Character Meet & Greet	
Captain T's Christmas Cabin	
Lapland Elves	
Christmas Cabarets	
Light Entertainment Formats	
Festive Finale	
The Festive Express	
Lapland Bingo	
Silent Disco	

The Hub, Unit 3, 55 Gorst Road, London, NW10 6LS 0207 384 2050 info@livebusiness.co.uk www.livebusiness.co.uk

List most popular elements of the evening: Why? -

List least popular elements of the evening: Why? -

General comments/Feedback : -

The Hub, Unit 3, 55 Gorst Road, London, NW10 6LS 0207 384 2050 info@livebusiness.co.uk www.livebusiness.co.uk