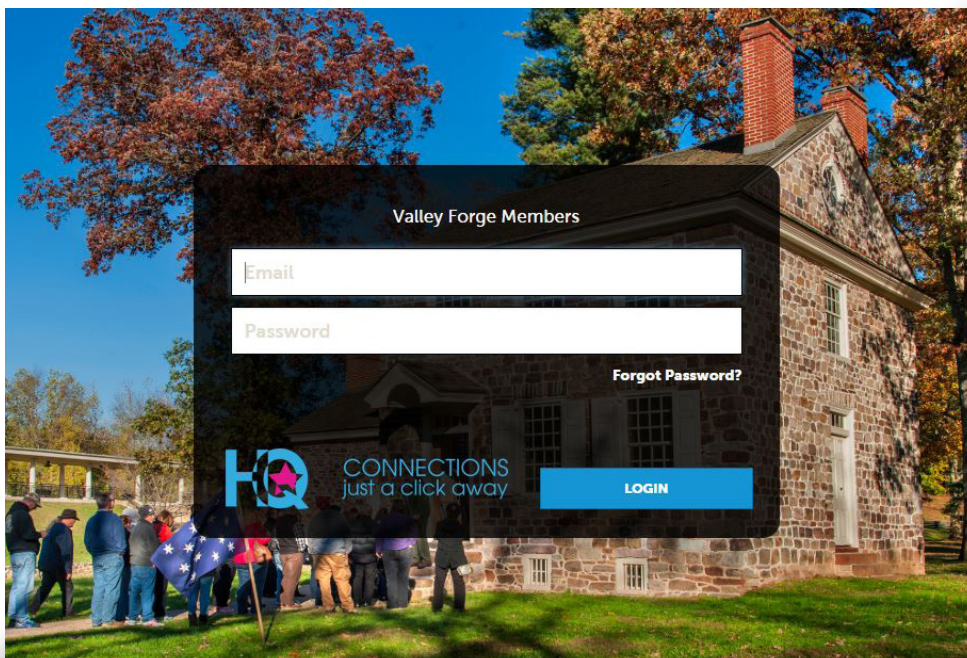


**INTRODUCTION:** The Conventions Held Report is often underutilized by VFTCB members and provides a great sales tool. This report outlines pieces of business coming to Montgomery County. The event organizers have given the VFTCB permission to share their contact information with our members. You can reach out to organizers to offer restaurant discounts, transportation, etc. Exact event locations are not disclosed to protect our hotel partners.

1. Log into HQ at [valleyforge.org/hq](https://valleyforge.org/hq).



# HQ HOW TO

## Accessing the Convention Calendar in HQ

### 2. Once on the home page, Click Reports.

Valley Forge HQ  
Tutorials  
Getting used to the new Valley Forge HQ? We've created some short tutorial videos to help you find what you need.  
Watch Them Now

welcome to the HQ help page

Partner Bulletins

All Bulletins

**Definite Booking Report 2019** (Read: 01/03/2019)  
This PDF contains definite bookings in 2019 for conventions with a peak room minimum of 800.  
[View Full](#)

**Hotel Pipeline Data** (Read: 12/07/2018)  
For a list of new hotels across the region in the pipeline until 2020, please see the attached spreadsheet.  
[View Full](#)

**11/29 GM/DOS Meeting Highlights** (Read: 12/07/2018)  
Thank you to everyone who attended our November GM/DOS Meeting! Attached please find the STR slide deck from the presentation.  
[View Full](#)

**Sales Manager - Hyatt House King of Prussia** (Read: 12/03/2018)  
The Hyatt House King of Prussia is seeking a motivated Sales Manager. The Sales Manager is responsible for becoming familiar with all accounts in his/her market area and effectively maintaining those accounts while soliciting new accounts.

**The Underground**  
Ryan Weiss  
01/03/2019  
Join "American Pickers" guest Mike Brown with Rebecca Zimmerman and Darren Makins (formerly of Palaceburn) on January 4, 2019 for a wonderful night of stories, songs and fun!  
Tickets are \$5 | Doors Open at 7pm!  
Location: The Underground by Round Guys Brewing Company at 408 West Main  
[Read More...](#)

**Me to We Coaching and Consulting**  
Jill Magerman  
01/03/2019  
ME to WE Coaching and Consulting:  
Building Strong Organizations One Member at a Time

### 3. Complete Conventions Held report.

Reports

Leads

**Conventions Held**

List of conventions held by date range.

# HQ HOW TO

## Accessing the Convention Calendar in HQ

### 4. Filter by **Date Range**. Once complete, you select **Print**.

Valley Forge Members: monty@valleyforge.org Logout Valley Forge Tourism & Convention Board

### Conventions Held

**Date Range:** 11/01/2018 to 11/30/2018

APPLY FILTERS CLEAR FILTERS

PRINT RETURN

Account	Lead ID	Mtg Name	Contact	Email	Address	Phone	Contract Mtg Dates	Overnight Guests	Total RNs
3D Lacrosse	153177	2018 College Bound Series	Mike Bartlett				11/16/2018 - 11/18/2018	250	290
Acceleration Partners	213692	AP Summit 2018	Bonnie MacDonald				11/06/2018 - 11/09/2018	110	355
Aerial Gymnastics	312617	2018 Liberty bell cup	Rick Palumbo				11/30/2018 - 12/02/2018	500	130
Alpha Sigma	63583	Alpha Sigma	Kimberly				11/16/2018 - 11/17/2018	13	26

Please contact Katie Otto, Event Services and Membership Coordinator, if you are in need of any assistance at [otto@valleyforge.org](mailto:otto@valleyforge.org).