



Circle Michigan, Inc.

PO Box 541
Trenton, MI 481813
800.513.6424
734.675.6337 (fax)

www.circlemichigan.com
janet@circlemichigan.com

Membership Application

Membership Eligibility Requirements

All applicants must meet and/or submit the following requirements for membership:

1. Applicant must be located in the state of Michigan with the exception of Allied Partner Applicants.
2. Applicant must agree to establish and maintain consistent and acceptable policies regarding tour planners in the areas of advance reservations, deposits, group rates and complimentary policies.
3. Applicant must agree to actively follow-up on all applicable Circle Michigan leads and referrals.
4. Applicant must agree to assist Circle Michigan with "in kind" donations to implement authorized statewide promotional efforts.
5. Applicant must be a member in good standing of a travel-related association.
6. **Applicant must provide two Letters of Support with the completed application. One letter from a voting Circle Michigan member and one from a tour operator.**
7. Applicant must agree to abide by Circle Michigan Bylaws and Code of Ethics.

Please provide the following information exactly as you wish it to appear on Circle Michigan member materials and in correspondence with tour planners.

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

TOLL-FREE NUMBER: _____

EMAIL: _____ WEB: _____

The person named below is designated and authorized to act on behalf of the applicant in all Circle Michigan member matters and to whom all future correspondence will be sent.

NAME: _____ TITLE: _____

WHAT PROMPTED YOU TO JOIN CIRCLE MICHIGAN? _____

WHOM CAN WE THANK FOR INFLUENCING YOU TO JOIN CIRCLE MICHIGAN? _____

Application is hereby made by the undersigned for membership in Circle Michigan, Inc. I understand that Circle Michigan's Board of Directors will review this application and respond within 30 days. Upon approval, I will be invoiced for the category assigned by the Board of Directors as indicated on Circle Michigan's Member Category Chart.

As a duly authorized representative I hereby make application for membership in Circle Michigan, Inc.

- ✓ I have read the above **Membership Eligibility Requirements** and agree to support the concept of Circle Michigan, its Bylaws and Code of Ethics.
- ✓ I have read and accept Circle Michigan's benefits as listed for the appropriate category on the Circle Michigan Membership Category chart.
- ✓ I have included: Completed Membership Application, descriptive brochure and two letters of support.
- ✓ I hereby consent to receive any and all communications sent by or on behalf of Circle Michigan solely via regular mail, email, telephone or fax.

Authorized Signature: _____ Title: _____ Date: _____

Promotional Information

Provide the following information as you wish it to appear on promotional material, web page, if applicable, and marketing events.

- 1. **Please list the category you are applying for:** _____
See category descriptions for list of membership categories.
- 2. **Please provide a 50-75 word description of your business:** _____

- 3. **Please describe your member location, providing directions if applicable:** _____

- 4. **Additional member information:** _____

- 5. **Please circle your geographic region (Circle One):**
Detroit Metro / Eastern Michigan / Northern Lower Peninsula / Western Michigan / Mackinac Island / Upper Peninsula
Other _____
- 6. Please circle all the travel industry related associations of which you are a member in good standing (Circle all that apply):
ABA / BankTravel / IMG / NTA / NMN / OMCA / PBA / SYTA / List Others _____
- 7. List your days and hours of operation? _____
- 8. Please list your service area: _____
- 9. Please list the services you offer: _____
- 10. Do you have, or participate in, any established programs in the following niche markets? (Circle all that apply):
Adventure / Agriculture / Amusement Park / Architecture / Casino-Gaming / Cultural / Dinner Theater / Educational /
Ethnic / Event-Festival / Fall Color / Family / Gardens / Golf / Historic / Holiday / Museum / Mystery / Nature-Ecology /
Performance / Religious / Shopping / Sightseeing / Skiing / Spectator Sports / Technical / Theater
- 11. Do you have motor coach parking on-site or nearby? _____ Is there a fee? _____
If not on-site, please explain: _____
- 12. **Please list nearby attractions:** _____
- 13. **Please explain complimentary policies:** _____
- 14. **Please explain group rate policies:** _____
- 15. **Do you have seasonal services: Yes / No.**
If yes, please provide timely contact changes in writing to Circle Michigan 30 days in advance of address or contact changes.

Attractions: Please complete the following:

- 16. **Time Required:** _____ **Time Suggested:** _____
- 17. **Payment methods accepted:** _____ **Seating Capacity:** _____
- 18. **Group Size preferred:** _____

Hotel Accommodations: Please complete the following:

- 19. **Accommodation Type (Please circle one):** Hotel / Motel / Resort / Hotel & Convention Center / Bed & Breakfast
- 20. **Please describe your group reservation policy:** _____
- Please describe your baggage handling policy:** _____