**TO:**  Melody Hoover

**FROM:**  Sara Nalley

**DATE:**  April 21, 2013

**SUBJECT:** Travel Plans for Minneapolis Business Association Conference

I have made the travel arrangements to the MBAC in Minneapolis, MN per your requests. I am including descriptions and prices on your flight arrangements, hotel accommodations, restaurant, and choices for entertainment. Also, enclosed are an itinerary for the week, maps and directions to venues, and a restaurant menu. I hope you enjoy your stay in Minnesota.

**Enclosures:** Details

Itinerary

Maps/Directions

Restaurant Menu

Details

# Flight

Departure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | | **Airport** | **Airline** | **Flight No.** | **Confirmation No.** |
| **Depart** | **Arrive** |
| 10:10 a.m. | 12:30 p.m. | DFW | American Airlines | 2258 | 124569 |

Return

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | | **Airport** | **Airline** | **Flight No.** | **Confirmation No.** |
| **Depart** | **Arrive** |
| 10:40 a.m. | 1:20 p.m. | MSP | American Airlines | 1387 | 134696 |

# Hotel

We booked you a room at The Grand Hotel Minneapolis. The Grand Hotel Minneapolis is located in the city center and is connected by enclosed skyway to the convention center. entertainment venues, shops, and restaurants, are all within 8 blocks (see map).

Shuttle transportation has been arranged between hotel and airport.

**Flight and Hotel Cost** $1239.83

# Restaurant

I have made dinner reservations at 5 p.m. for the Rare Steak and Sushi restaurant located in the hotel. Please call and tell them how many colleagues you are bringing to dinner. I have enclosed a menu from Rare Steak and Sushi so you can preview their dishes and prices.

# Entertainment Options

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Description | Venue | Time | Cost |
| Atlas Genius | Concert  Website: <http://www.atlasgenius.com/> | Fine Line Music Cafe | 8:00 p.m. | $80.00 |
| Clybourne Park | Play-Comedy  An unforgettable new story about race and real estate in America. | Guthrie Theater | 7:30 p.m. | $103.00 |
| Block E Entertainment  District | Shopping, restaurants, entertainment venues, and casino | Walking distance from hotel Skyway | | |
| IDS Center | Tallest Building in Minnesota | Walking distance from hotel Skyway | | |

|  |  |  |
| --- | --- | --- |
| Itinerary for Melody Hoover  Minneapolis Business Association Conference  Minneapolis, MN  June 3rd thru 6th 2013 | | |
|  | **Time** | **Description** |
| Monday, June 3rd | 10:10 a.m.  12:30 p.m.  1:10 p.m.  3:00 p.m. | Leave Dallas Fort Worth (DFW) Airport  Arrive Minneapolis/St. Paul International Airport (MSP)  Take Shuttle to The Grand Hotel  Check-In at The Grand Hotel Minneapolis  Attend Opening Conference |
| Tuesday, June 4th | 10:00 a.m.  7-8:00 p.m. | Time-Management Presentation at MBAC  Entertainment |
| Wednesday, June 5th | 5:00 p.m. | Reservations at Rare Steak and Sushi |
| Thursday, June 6th | 8:00 a.m.  10:00 a.m.  10:40 a.m.  1:20 p.m. | Breakfast  Take Shuttle to MSP  Leave MSP  Arrive at DFW |

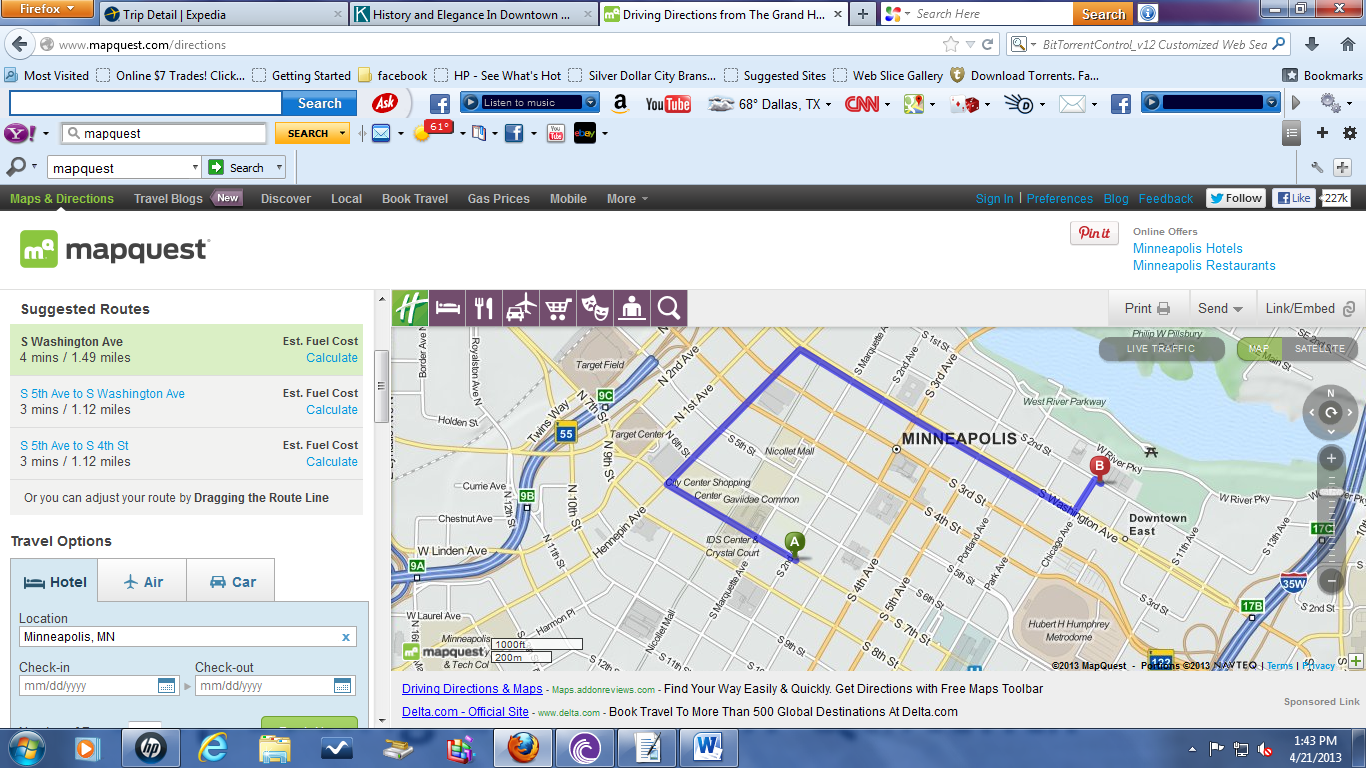
**Maps/Directions**

**Skyway**

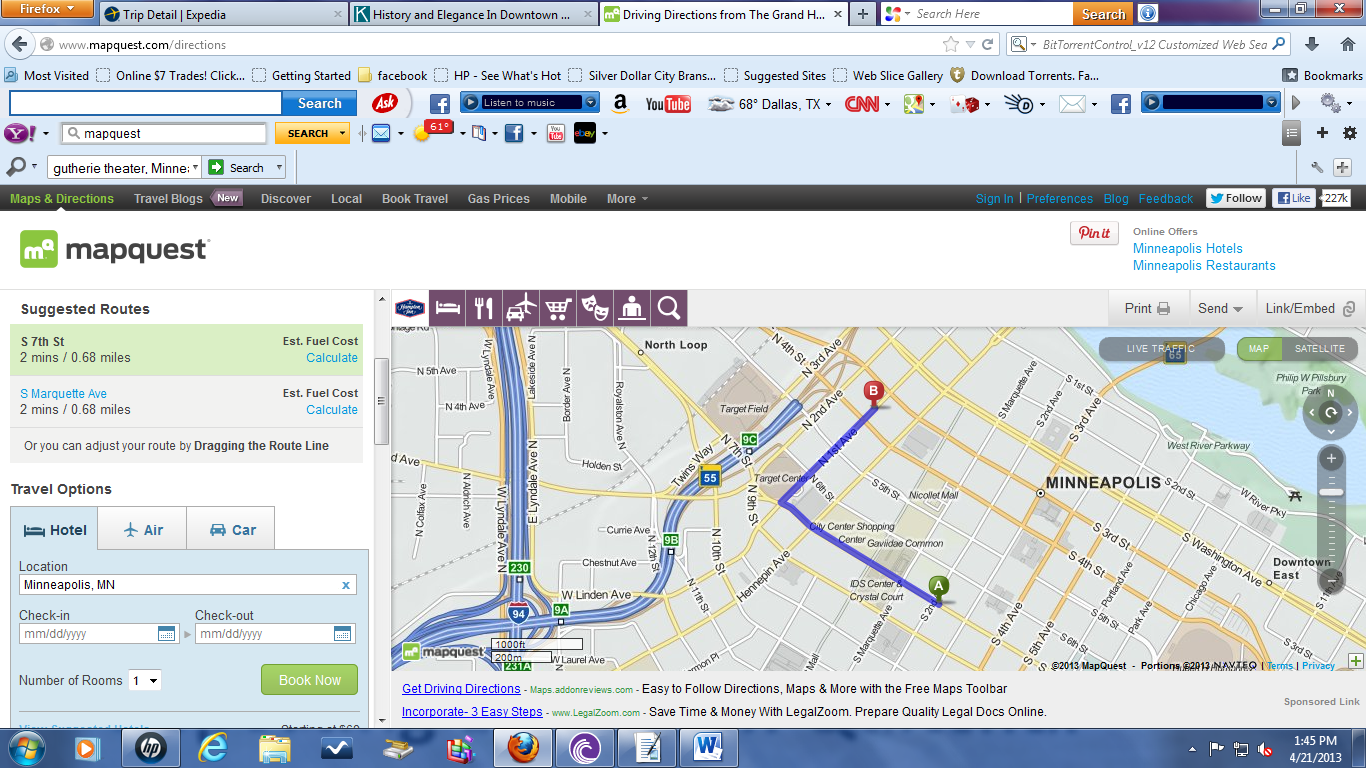


**Guthrie Theater**

**818 South 2nd Street, Minneapolis, MN 55415**



**The First Line Music Café**

**318 1st Ave N, Minneapolis, MN 55401**

**Rare Steak and Sushi Menu**

