

**HOUSTON FIRST CORPORATION | GREATER HOUSTON CONVENTION
AND VISITORS BUREAU
JOINT SALES COMMITTEE**

**OCTOBER 16, 2017 – 9:30 A.M.
PARTNERSHIP TOWER, 701 AVENIDA DE LAS AMERICAS
2ND FLOOR BOARDROOM**

- I. Call to Order
- II. Public Comments
- III. Review and Approval of Minutes – August 14, 2017
- IV. Presentations
 - A. JLL Reporting Approach
 - B. 2017 Sales Production Report
- V. Committee Business
 - A. Consideration and recommendation of the Sales 2018 Business Plan and Budget.
 - B. Consideration and recommendation of the Executive Sales 2018 Business Plan and Budget.
 - C. Consideration and recommendation of the Event Services 2018 Business Plan and Budget.
 - D. Consideration and recommendation of the Client Services 2018 Business Plan and Budget.
- VI. Updates
 - A. Hotel Occupancy Tax Forecasts
- VII. Announcements
- VIII. Adjourn

For special needs assistance, please contact Pamela Walko at 713.853.8089 prior to the scheduled meeting.