Regional Visitor Information Center (RVIC) Training Verification

Regional VIC:

Representative from RVIC:

☐ **Trained with a State VIC** **or** ☐ **Trained with a Regional VIC** **(1 credit hour)**

State VIC or RVIC you trained at:

Rep who trained you: Date:

- ☐ Instruction on the Brochure Approval Program **can only cover when training with a State VIC*
  - How to navigate and how to track brochure usage/ordering/receiving
- ☐ Instruction on ordering/filing/storage room brochures
  - How it can be done manually, tracking brochures, and setting up brochures in storage room
- ☐ Instruction on rotating brochures in lobby racks
- ☐ Basic Customer Service
  - Acknowledgement of and talking to traveler when they are in the lobby/building
  - Method for answering the phone and assisting with lodging reservations (if applicable)
- ☐ How to count traffic
  - Explain the formula used to derive the estimated number of visitors
- ☐ Explain different approaches with guest register sheets

Attended one of the following meetings:

☐ **Tourism Day at the Capitol (2 credit hours)** ☐ **Regional Travel Association Meeting (1 credit hour)**

☐ **State VIC Georgia on My Mind Day (1 credit hour)** ☐ **Pre-approved GDEcD event (credits TBD)**

Event/meeting attended: Dates:

☐ **Attended a Fam Tour** **(2 credit hours)**

Fam Tour attended: Dates:

Fam Tour sponsored by:

*** It is required you attend one of the following two events every year to participate in the RVIC program. Which one did you attend?**

☐ **State RVIC Workshop (3 credit hours)** Dates:

☐ **Governor's Conference on Tourism (3 credit hours)** Dates:

I verify the information provided on this form is accurate to the best of my knowledge.

_____ _____

RVIC Authorized Signature Title

_____ _____

GDEcD Authorized Signature Title

Please return to: Tiffany Marlin, VIC Program Coordinator
GDEcD 75 5th St NW, Suite 1200 Atlanta, GA 30308; tmarlin@georgia.org