#### Justification Letter for Gym Managers

Dear [Manager’s Name],

I would like to request to attend the 2018 CWA Summit taking place May 16-18 in Loveland, CO. After reviewing the conference content, speakers and schedule, I’ve determined that this event would give me new tools to run [Facility Name] more effectively and provide a valuable professional development opportunity.

This annual event, hosted by the Climbing Wall Association, offers in-depth pre-conference workshops and 2.5 days of conference sessions focused on best practices for running an efficient facility, managing staff, delivering great customer service, and growing membership. I will also have opportunities to collaborate with industry leaders and expand my network of industry peers.

The workshops and sessions I’m most excited about include: [The following is a sample list that we think you’ll find relevant, but please edit this as you’d like!]

* Half-day Pre-conference: How to Hire People You’ll Never Have to Manage
* Gym Managers Roundtable
* Programming Your Training Plans: Teams, Classes & Individuals
* Social, Environmental, Financial: Running Your Gym with a Triple Bottom Line
* Analyzing Climber Behavior for Fun and for Profit
* Spotting Employment Discrimination and Preventing Sexual Harassment

In addition to my own professional development, other staff members in our organization will benefit from my attendance. I will meet with the team when I return to share my experience, takeaways, and action items. I also expect to gain leadership skills that will allow me to better manage and develop the team.

I am seeking approval for the registration fee and travel expenses. Here is an estimate of the costs:

|  |  |
| --- | --- |
| Airfare: | $[Adjust depending on your location] |
| Rental Car: | $30 x [# of days] |
| Hotel: | $153 x [# of days] |
| Meals and Incidentals: | $60 x [# of days] |
| Pre-Conferences: | $[Check [pre-conference workshop page](https://www.climbingwallsummit.org/pre-conference-workshops) on website] |
| Conference: | $429 [Regular pricing available through March 28, 2018 – see [pricing page](https://www.climbingwallsummit.org/pricing-and-faq) on website for details] |
| Total: | $ [Total cost] |

To benefit from the current registration rate, I need to register by March 28, so I appreciate a quick response. Thank you for your consideration, and please reach out with any questions.

[Signature]