

# **Sample Request for Proposal**

**(Insert Organization/Company Logo)  
(Specific name of meeting)**

**REQUEST FOR PROPOSAL**

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**CONTACT:** Name  
Title  
Organization/Company Name  
Address, City, State  
Phone: 000-000-0000 Fax: 000-000-0000

**RE:** Meeting/Event Name

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- **EVENT DESCRIPTION AND BACKGROUND**  
Include first time or joint meeting information
- **ORGANIZATION/COMPANY DESCRIPTION AND BACKGROUND**  
Include regional information, if applicable

Based upon the following specifications, please provide proposals by DATE.

**DATES:** First Option: DATE  
Second Option: DATE

- **NEXT OPEN DATE**  
Indicate the next available year that is available for bidding
- **NUMBER OF ATTENDEES**  
Provide anticipated final number of attendees
- **CITIES UNDER CONSIDERATION**  
Outline other cities that proposal has been distributed to
- **PREFERRED HOTELS FOR DISTRIBUTION**  
Indicate desired hotels for event
- **PROPOSAL RECEIPT PREFERENCE (Fax, Email, Regular Mail)**  
Indicate receipt preference
- **EVENT HISTORY**  
List at least 3 most recent meeting dates and include the following:  
Hotel Name, City, State  
Sleeping Room Pattern  
Food & Beverage Revenue  
Audio Visual Revenue  
Meeting Space Revenue

- **SCHEDULE OF EVENTS, MEETING AND EXHIBIT SPACE REQUIREMENTS**  
Include agenda as well as set-up times and days for needed meeting space indicating needed room set and capacity.

- **SLEEPING ROOM REQUIREMENTS**  
Include accommodation needs (single, double, triple/quad), required room rate range and day to day overall sleeping room block

Example:

Monday	Tuesday	Wednesday	Thursday
50	75	100	100

Needed suites, if applicable

Complimentary room policy:            1 per 50            1 per 45

- **BILLING**  
Indicate the following for the master account:  
Authorized signatures  
Individuals who can post all charges (room, tax, incidentals) to their rooms  
VIP list  
Tax exempt status  
Date for group to receive final bill
- **DECISION PROCESS**  
Indicate the steps that must be followed in order for your meeting go from lead status to definite status with a destination and/or hotel

Example:

1. \_\_\_\_\_ collects proposals
2. \_\_\_\_\_ will reviews proposals
3. A short list of properties will be created no later than \_\_\_\_\_
4. Site visits will be conducted no later than \_\_\_\_\_
5. \_\_\_\_\_ will review site visit information
6. A decision on the host hotel will be made no later than \_\_\_\_\_. Who will be responsible for making the decision (i.e. Board of Directors, Meeting Planner, CEO, etc.)?
7. \_\_\_\_\_ will sign the hotel contract no later than \_\_\_\_\_

- **PRE AND POST CONFERENCE PLANNING**  
**Pre:** Indicate the activity that will occur from the moment that the contract is signed with the destination and/or hotel, to the moment that the meeting takes place (i.e. pre-con site visits, etc.)  
**Post:** Indicate the activity that will occur immediately following the meeting (i.e. meeting with the hotel's accounting department for the closing of the master

account, collection of post con report showing final sleeping room pick-up and session attendee numbers, etc.)

- **CONCESSIONS/AMENITIES**

Indicate complimentary items that the destination and/or hotel would be willing to provide in order to secure this meeting

- **HOT BUTTONS**

Indicate most desirable characteristics that you look for in a host destination and/or hotel (i.e. accessible to airport,