

Insert Company Logo

Company Name

Event Title

Host Venue & Accommodations Request for Proposals

Date

## I. Introduction and Summary

Provide a brief overview of the host organization and proposal request. Include pertinent contact and deadline information in this section.

Company invites written proposals for a host site and room accommodations vendors to provide services for the *Company Meeting/Conference Name*. Your business name has been contracted by Company to coordinate all venue selection, contracting and logistics for this event.

Proposals are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Proposals ("RFP").

The deadline for submitting the response to this RFP is TIME (CST) DATE.

Proposals should be sent to Key Contacts below.

Late proposals will not be accepted. Mailed proposals will not be accepted. Company is not responsible for submissions not properly identified.

### a. Contact Information:

Key Contact(s):      Name  
                                 Title, Company  
                                 Address  
                                 Phone number and email

Host Organization :    Name  
                                 Title, Company  
                                 Address  
                                 Website

### b. Proposal Schedule

Below is the proposal schedule for the Company to review and process RFPs. This timeline may be adjusted as needed.

Timeline	Due Date
RFP Issued:	Date
Proposal questions due:	Date
Company to follow up with proposal questions:	Date

RFP Responses Due:	
Review Proposals:	Date
Final Decision:	Date
Contract Signed:	Date

**c. Proposal Decision**

Identify your primary criteria is selecting the winning bid. Below are a few generic examples of things that might be important to your organization.

**Primary Factors:**

- Overall cost of services (including sleeping room rate and F&B minimum)
- Meeting space function
- Professional, responsive teams with exceptional customer service
- Competitive and creative concessions
- Complete Information provided in the response to the RFP
- Recommendations from previous and existing clients
- Proximity of venue to local attractions

**II. Event Profile and Scope**

Provide additional details about the host organization including their mission and vision. Include the purpose and desired objectives of this event. It is helpful to also provide information about the demographic of the attendees.

**a. Event Objectives**

Describe the purpose and goals of the event. What are the success factors?

**b. Attendee Demographic**

Describe the attendee demographic. Include if the event will have a significant number of travelers.

Expected Total Event Attendance:

Number of Pre-Registered Attendees:

Number of Domestic Attendees:

Number of International Attendees:

Demographics Profile (Attendees Only):

Accessibility/Special Needs:

Other Attendee Profile Comments:

**c. Date Requirements**

Include desired meeting date or date range. Indicate flexibility (if any) on the preferred dates and meeting pattern.

Preferred Dates:	Date or Month
Dates to avoid:	Any major national and religious holidays and holiday weekends
Dates Flexible?	Dates are/are not flexible during the time frame listed
Meeting Pattern:	Day(s) of Week, Dates Day 1 – Half Day – Welcome Meeting Day 2 – Full Day Day 3 – Full Day & End of Meeting Day 4 – Executive Session
Pattern Flexible?	Pattern is/is not flexible

**d. Event History**

Describe the attendee demographic. Include if the event will have a significant number of travelers.

Year	Property	City	Dates	Attendance	Rate
XXXX					
XXXX					
XXXX					
XXXX					

**III. Meeting Requirements**

Use this section to detail any and all requirements to satisfy the event objectives. This section includes meeting room(s), overnight accommodations, disability and special accommodations as well as requested concessions by the host venue.

**a. Function Space**

Include all meeting space requirements. Remember to consider registration areas, working office, and speaker ready room in addition to meeting space. Include an AV requirements for each room under Service Needed.

Day	Start Time	End Time	Function	Capacity

**b. Housing**

This proposal requires an accommodations proposal for the following nights: (List the number of rooms per night. Include if Commissionable or Noncommissionable Rate is preferred. Also identify the number of accessibility/special needs rooms. )

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Run of House						
Suite						
STAFF						
<b>TOTAL</b>						

Double/Single Occupancy:

Accessibility/Special Needs Rooms\*:

Reduced Staff Room Rates Required: •Yes • No

Method of Reservations: •Rooming List • Individual Reservation

Room Rate: Commissionable/Non-Commissionable

**c. Food and Beverage**

Identify food and beverage requirements for the meeting. Note which days will require which meals.

Catered Food & Beverage Total Expected Attendance

	Day 1	Day 2	Day 3	Day 4	Repeat for additional days as necessary.
Breakfast(s)	#	#	#	#	
AM Break(s)	#	#	#	#	
Lunch(s)	#	#	#	#	
PM Break(s)	#	#	#	#	
Reception(s)	#	#	#	#	
Dinner(s)	#	#	#	#	

**d. Disability and Special Accommodations**

Consider any special or disability accommodations that attendees may need during the meeting/conference.

- Quiet sensory-friendly room for prayer, meditation, overstimulated sensory relief
- Lactation room
- Inclusive unisex restrooms

**e. Additional Requirements and Considerations**

List other specific requirements and considerations requested. There are a few generic ones listed.

- Ability to secure outside audio-visual support or the option to bring in our own audio-visual support if needed
- Recommendation or referral of nearby activities, restaurants, for team dinners and team building purposes.
- A small room for storage and meeting set up supplies i.e., war room
- Discounted parking onsite for staff that are local and staff staying overnight

**f. Concessions Requested**

- Complimentary WI-FI
- One overnight room per 50 room nights booked
- 15% percentage off on audio visual if it is required to use inhouse audio visual.

**IV. Other Guidance**

Identify clearly instructions for how submissions should be provided. Also, include any other disclaimers not listed in any of the above sections. A generic example list has been provided below.

**a. Review and Compliance**

It is the responsibility of each respondent to the RFP to review this entire document, including its attachments, and comply with all requirements of this RFP.

**b. Response Costs**

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**Company** is not liable for any expenses incurred by any respondent in the preparation, delivery, or submission of a response to this RFP. Costs of developing and delivering responses to this RFP are solely at the expense of each respondent.

**c. Response Materials**

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All materials submitted as part of any response become the property of Company, whether or not the submitting respondent is selected to fulfill the RFP service.

When submitting your proposal, please ensure it covers the following as outlined in previous sections:

- Facility Name, Address and Primary Sales Contact
- Dates Available
- Housing Rates
- Function Space
- Standard sales kit for the facility
- Price List(s) including any additional fees (gratuity, service charges, resort fees, sales tax, etc.)
- Sample Menus
- Experience – how many events of similar size and scope has the property provided services in the past year?
- Renovation Information – When was the property last renovated? What type of renovation? Are there plans for future renovations?
- Security and Americans with Disabilities Accommodations
- General Area Information
  - Proximity of property to airport
  - Nearby Attractions
  - Public Transportation Options

Return proposals by [Insert Date] to:

Your Name  
Title  
Company  
Address

Email: Your email  
Phone: Your Phone

TEMPLATE DISCLAIMER:

\* DISCLAIMER: This is a TEMPLATE RFP created by Sparkes Event Solutions for mass-consumption and provided "as-is"- without any warranty of any kind. It does not constitute legal advice. We encourage you to customize it for your needs.

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Remove this disclaimer before submitting your RFP.