LOGO

**SAMPLE REQUEST FOR PROPOSAL – YEAR**

**ASSOCIATION OR COMPANY NAME**

**Date:** 1/10/2022 **Due:** 2/15/2022

**To:** Interested Venues in LOCATION for CONFERENCE NAME

**From:** Planner Name

**Conference Overview:**

About the conference here

Past conference locations here

**Upcoming Conferences:**

Location here (2022)

**About the Organization:**

Paragraph about the organization

**Date of Conference:**

**We are seeking proposals for X dates**

**Anticipated Room Pick-Up:**

Pre-Arrivals **80 Rooms** Day 1: **325 Rooms** Day 2: **325 Rooms** Day 3: **325 Rooms** Day 4: **15 rooms/shoulder (shoulder rates requested 3 days prior, 3 days post)**

(A mix of King/Queen and Double rooms should be available and flexible based on availability)

Request shoulder dates 3 days either side of program) at group rate on a space available basis.

**Rate:** Add details about your rate requests here.

**Meeting Space Needs:**

General information about space (additional detail on space chart in following pages)

Anticipated attendance: # attendees here

**Exhibit Space Needs:**

Room for X Tabletop exhibitors. Add detail here

**Tentative Schedule:**

**Pre-Arrivals** (80+ Arrivals)

Office storage room available by noon this day

Access for AV team to set up meeting space starting at 2 p.m.

**(Add detailed sample program)**

**Day 1**

General Arrivals, workshops, general session setup, exhibit setup

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Function** | **Setup** | **Estimated Space needs** | **F&B** |
|  |  |  |  |  |
| 8 am – 6 pm | Registration | Two 6’ Tables or dedicated built in registration |  |  |
| 8 am – 11:59 pm | Office/Storage | 24 hour hold |  |  |
| 1 pm – 5 pm | Workshop I | Classroom Style, or rounds for 125 people | # sq ft | Snacks |
|  | Workshop II | Classroom Style, or rounds for 125 people | # sq ft | Snacks |
| 1 pm – 5:00 pm | Recharge Lounge setup | Need space for a dedicated sponsored “working lounge” hosted. | # sq ft | Snacks, cocktail rounds |
| 1 pm – 5:00 pm | Table Top Exhibitor Set up in Foyer | 8’ Table tops for 20 exhibitors, 10’ table top spaces for 5 exhibitors | Large spacious foyer or dedicated space. |  |
| All Day / 24 hour hold | General Session & Breakout rooms available for AV Setup |  | See space needs above |  |
| 5:00 – 6:00 pm | Meet & Greet Reception | Reception Style |  | Light appetizers or pretzels, beer/wine |
| 6:00 pm – 7:00 pm | Board Meeting | Conference Style for 15 pp | maybe | Yes |

**Day 2**

Opening Keynote followed by three (possibly 4) breakout sessions throughout the day

Buffet lunch with general session, additional breakout sessions and reception with the exhibitors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Function** | **Setup** | **Space needs** | **F&B** |
| 12 am – 12 pm 24 hour hold | Office / Storage |  |  |  |
| 7 am – 6 pm | Registration | Registration |  |  |
| 7 am – 5 pm | Media training all day | Conference style for 4 people | Boardrooms size |  |
| 7 am – 5 pm | Sponsor Lounge | Sponsored room for working, etc. | 1000+ sq feet |  |
| 7:30 am – 9 am | Continental Breakfast/ Exhibits | Buffet Style for 200+ pp |  | Breakfast – place near exhibitors |
| 7:30 am – 7 pm | Table Top Exhibitors | Foyer |  |  |
| 9 am – 10:15 am | General Session with Keynote speaker | Crescent rounds of 7 for 325 – roomy for post-covid meeting comfort | 9,000 – 12,000 sq ft. |  |
| 10:15– 10:30 am | Break |  |  | Coffee Break |
| 10:30 am – 5 pm | Breakout 1 | Classroom / theater combo seating for 125 with 2 per 6 foot (roomy) | # sq ft |  |
| 10:30 am – 5 pm | Breakout 2 | Same as above | # sq ft |  |
| 10:15 am – 5 pm | Breakout 3 | Same as above | # sq ft |  |
| 10:15 am – 5 pm | Breakout 4 | Same as above | # sq ft |  |
| 12 pm – 1:30 pm | Lunch with keynote | Gen Session Room |  | Lunch |
| 3 pm – 3:15 pm | Break |  |  | Snacks |
| 5:30 pm – 7 pm | Reception | Reception for 150+ pp | Foyer with exhibitors | Light hors d’oeuvres, as people will be going out for dinner on their own afterward |

**Day 3**

Breakout sessions followed by buffet lunch and general session

Additional breakout sessions and then an awards dinner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Function** | **Setup** | **Space needs** | **F&B** |
| 12 am – 12 pm | Office/Storage |  |  |  |
| 12 am – 12 pm | General Session room hold |  |  |  |
| 7 am – 5 pm | Registration / Exhibits | Foyer | Same as before |  |
| 7 am – 5 pm | Training | Conference style for 4 people | Boardroom size |  |
| 7 am – 5 pm | Sponsored Lounge | Sponsored working lounge | # sq ft |  |
| 7:30 a.m. – 8:30 a.m. | Board Meeting | 15 Conference | Boardroom size | Continental Breakfast |
| 7:30 am – 9 am | Continental Breakfast/Exhibits | Buffet Style for 215 pp | Foyer | Breakfast – where exhibits are located |
| 8 am – 5 pm | Breakout 1 | Same as prior day | # sq ft |  |
| 8 am – 5 pm | Breakout 2 | Same as above | # sq ft |  |
| 8 am – 5 pm | Breakout 3 | Same as above | # sq ft |  |
| 8 am – 5 pm | Breakout 4 | Same as above | # sq ft |  |
| 10 am – 10:15 am | Break |  |  | Snacks – where exhibits are located |
| 12 pm – 1:30 pm | Lunch with keynote | Same as before | 9,000 – 12,000 sq ft. | Lunch |
| 6 pm – 10 pm | Reception & Dinner  This may also be held offsite | General session room |  | Dinner – could use a different room – we don’t have to be with the general exhibits \*\* On occasion this is held off site. Please do not count awards dinner in F&B minimum. |

**Day 4 | Departure**

Two breakout sessions for this concluding morning + departures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Function** | **Setup** | **Square Footage** | **F&B** |
|  |  |  |  |  |
| 9:00 – 12:00 | Session 1 | Classroom for 100 | # sq ft | Continental Breakfast |
| 9:00 – 12:00 | Session 2 | Classroom for 100 | # sq ft | Continental Breakfast |
|  |  |  |  |  |
| 8:00am–12:00 pm | Office |  |  |  |

**Event Details and Priorities:**

* List your priorities and key concessions here

**Additional Concessions Requested (Listed In Priority Order):**

* Add other requests here

**Additional Venue Questions to include if possible:**

TRANSPORTATION

* Distance to the closest international airport
* Approximate Cab fare or shuttle service (complimentary?) from the airport

MEETING ROOMS/FOOD AND BEVERAGE

* Please list size/locations of meeting rooms proposed for the event schedule and overall meeting space outline
* Will meeting room locations/names be guaranteed in the contract?
* Will you provide up to 25 skirted 6’ tables on a complimentary basis?
* Is there an electricity charge for electricity used for exhibitors?
* Please list any discounts or incentives for utilizing the in-house Audio Visual company
* Please list any union regulations / restrictions applicable to your venue for drayage or shipments received.

VENUE AMENITIES/DETAILS

* Age of hotel and recent or planned renovations
* Names/Contact information of two similar groups who recently booked your property.

Please submit proposals by email to email by (date)