

Meeting Planner's Request for Proposal

Once you have sent you meeting specification you will receive a confirmation from our Meeting Department on when you will receive a bid. At that time you will be assigned a personal Event Manager who will work with you in the logistical planning of your event activity. The Event Manager will be your primary point of contact with the organization. The Event Manager can also assist you in working with vendors for food & beverage, A/V, telecommunications and travel.

We are happy to help you in researching meeting space for your program.

Simply fill out the following form and submit.

Contact Information

First name: _____ * Last name: _____
Position: _____
Organization: _____
Street address: _____
Mailing address (if different) _____ City: _____
Province/State: _____ Postal/Zip Code: _____
Country: _____
Phone: _____ Fax: _____ E-Mail: _____
Website: _____

Organization type:

Government Agency
 Corporation
 Private Company
 Private Individual

Program Specifications

The Meeting name: _____

Meeting type:

Sales Meeting _____
Conference _____
Board Meeting _____
Incentive _____
Training _____
Retreat _____
Workshop/Training Sessions _____
Other _____

Location where you want meeting to be held

Select date for meeting

Choice date for meeting: Month:

January February March April May June July August September October November December

Select Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Select Year: 2005 2006 2007 2008 2009 2010 2011

Choice Ending date: Month:

January February March April May June July August September October November December

Select Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Select Year: 2005 2006 2007 2008 2009 2010

Your Usual pattern of your meeting (i.e. Sat-Wed):

Do you have flexibility for the dates? Yes No

Second Choice for start date: Month:

January February March April May June July August September October November December

Select Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Select Year: 2005 2006 2007 2008 2009 2010 2011

Second Choice for end date: Month:

January February March April May June July August September October November December

Select Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Select Year: 2005 2006 2007 2008 2009 2010 2011

Third choice for start date: Month:

January February March April May June July August September October November December

Selects Day: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Select Year: 2005 2006 2007 2008 2009 2010 2011

Third choice for end date: Month:

January February March April May June July August September October November December

Select Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Select Year: 2005 2006 2007 2008 2009 2010 2011

Total number of people expected:

Number of rooms need on peak night:

Number of Single rooms:

Number Double rooms:

Number of Suites:

Largest meeting setup: _____ How many meeting rooms: _____
Meeting room setup Theater _____ Hollow square _____ Reception _____ Classroom Banquet _____

Number of breakout rooms needed: _____

Tentative Program Schedule:

Day 1:

Arrivals

Welcome reception, number of people food requirement

Continental breakfast, number of people

General Session, number of people

Number of breakout rooms

Day 1: requirements

Day 2: requirements

Day 3: requirements

Day 4: requirements

Day 5: requirements

What is your Meeting History:

Number of people who have attended in the past.

Number of food and beverage events

Number of exhibitors

Number of people who use airfare

Previous meeting locations: for 2004, _____ 2003 _____ 2002 _____ 2001 _____

Previous dates: for meetings in 2004 _____, 2003 _____, 2002, _____

City: Location of meeting in 2004 _____, 2003 _____, 2002, _____

State where meeting was located in 2004 _____, 2003 _____, 2002, _____

Name of hotel: 2004, _____ 2003, _____ 2002 _____

Total # of people who attended for 2004 _____, 2003 _____, 2002 _____:

Room pick-up for 2004 _____, 2003 _____, 2002 _____

Average room rate for meeting: Choose one, please circle: \$100-150 \$150-200 \$200-250 \$250-300

Please indicate any other destinations being considered:

Additional Comments/Special Notes:

Please indicate which properties you would like proposals from:

Holiday Inn

Ramada Business Club

Hyatt Gold Passport

Sheraton Executive Traveler

Marriott Marquis

Other Hotel

All hotels able to accommodate

All mid-range hotels able to accommodate

All high-end hotels able to accommodate

Is Exhibit space required: Yes _____ No _____ Total exhibit (sq. ft.) needed: _____

Number of booths: _____ Size of booths: 8 X 10 10 X 10 Tabletops exhibits

Do you want our organization to manage the exhibit?

Do you want our organization to sell booth space?

Do you want our organization to manage booth setup?

Do you want our organization to develop the Exhibitor Prospectus?

Do you want our organization to manage your Registration?

Do you want our organization to create your registration forms?

Do you want our organization to manage your registration by Internet, mail, and on site?

Do you want our organization to manage your logistic?

Do you want our organization to negotiate your hotel contracts?

Do you want our organization to send request for proposal for meeting vendors?

Do you want our organization to select meeting vendors?

Meeting Location:

Meeting Date:

Number of Sleeping rooms needed

Number of meeting rooms needed

Do you want our organization to manage your travel for the meeting?

Do you want our organization to select the airlines for your meeting?

Do you want our organization to solicit your sponsorship for your meeting and events?

The proposal must be returned by the following date _____ -

How would you prefer the proposals reach you:

Mail

Fax

Email

Privacy Statement: This information will be kept confidential

Meeting Planning Guide

1. Provide a profile your audience
2. Identify primary audience
3. Identify secondary audience
4. From where will your audience geographically originate?
5. Will your attendees need lodging and transportation
6. What is the average age of expected audience?
7. Does you attendees have any special needs?
8. .What are you meeting needs ?
9. What is your tentative schedule?
- 10 What is the length of meeting?
11. What days of the week do you hold your meetings?
12. Are similar events being planned for the same dates?
- 13, What are the transportation of your attendees?
14. What is your event Schedule
15. Will there be General or Plenary sessions?
16. Will there be a Keynote speaker?
17. Will there be Workshops, Breakouts and Track sessions?
18. Will there be Poster sessions?
19. Will there be Exhibitors?
20. Will you be holding book sales?
21. Will you be holding meals and refreshment breaks?
22. Will you be holding Receptions?
23. Will you be hold any special event such as banquet, awards, etc.?
24. Will you have entertainment?
25. Will you be holding a First-timers' event or reception?
26. Will you be holding Hospitality suites?
27. Do you need a Conference office?
28. Will you need a Registration area?
29. Do you want to hold a Pre- or Post- conference workshops?
30. Do you want to hold Pre-, Post- or conference activities and tours?
31. Do you want to provide Child care?
32. Will you hold Spouse and Guest activities?
33. Do you need assist preparing a preliminary budget?
34. Do you need assist in identify all expenses
35. Do you need assist in handling your Mailing?
36. Do you need assist in handling your Printing?
37. Do you need assist in creating Signage for your event?
38. Do you need Decorations for your event
39. Do you want your meeting place on our Web site
- 40• Do you want to have Web registration?
41. Do you need assistance finding Speakers?

- 42• Do you need assistance in finding temporary personnel?
43. Do you want us to manage your Transportation?
44. Do you want us to manage your Entertainment?
45. Do you want us to manage your Meeting room set up?
46. Do you want us to manage and sell your Exhibits
47. Do you want us to manage the event Meals?
48. Do you want us to manage the Beverages & snacks breaks?
- 49• Do you want us to create the Name badges
- 50• Do you want us to create your Registration packets?
51. Do you need help with your Promotion?
52. Do you need our help in managing your Gratuities for the facility?
52. Do you want us to order your VIP basket and gifts?
53. Do you want us to plan your welcome reception?
54. Do you need our assistance in establishing the Registration fees?
- 55• Do you want us to create the evaluation for the event?
57. Do you want our assistance in finding sponsors for your event?
- 58• Do you want our assistance in finding Advertiser for your programs?
- 59 Do you need our assistance in budget tracking system
60. Do you want us to Audit the master account billing?
61. Do you want us to Reconcile the final billing?
- 62• Do you want us to prepare the budget and actual expenditure recap?
63. Do you want us to select the facilities and services?
64. Do you want us to negotiate the hotel rates
65. Do you want us to send out RFP to vendors?
66. Do you want us to select the vendors?
67. Do you need help in the lighting and sound system?
68. Do you want us to check for Internet & phone connectivity
69. Do you want us to check for accessibility for disabled?
70. Do you want us to determine size of meeting room based on anticipated number of
71. Do you want us to set up the general session?
72. Do you want us to identify need for other meeting rooms (breakouts, workshops, board, meetings, hospitality suites)?
73. Do you want us to determine room set ups to be used?
74. Do you want us to determine cost of meeting rooms?
75. Do you want us to reserved, VIP seating for general sessions?
76. Do you want us to take care of hearing impaired devices or interpreters needed?
77. Do you want us to manage the Exhibit Space?
- 78• Do you want us to find information on the Power hookups?
79. Do you want us to find out about the Phone line access?
80. Do you want us to manage the A/V equipment?
81. Do you want us to manage the loading and unloading for exhibitors?
- 82• Do you want us to manage the drayage, Storage?
83. Do you want us to manage the Decorating?
84. Do you need help in establish exhibitor policies and cost?
85. Do you need help in preparing exhibitor contracts?
86. Do you need help in preparing exhibitor solicitation materials?

87. Do you want us to reserve storage space for advance shipments?
- 88• Do you want us to arrange freight shipping and receiving shipments?
- 89• Do you want us to obtain insurance and to determine your liability?
90. Do you want us to Arrange food & beverage services for exhibitors
91. Do you want us to arrange food and beverage for events?
92. Do you want us to manage the lodging for attendees?
93. Do you want us to block the hotel rooms?
- 94• Do you want us to set date for reservation cut-off?
95. Do you need help in establish hotel deposit policy?
- 96• Do you want us to confirm check-in and check out times?
- 97• Do you want us to design your reservation form?
- 98• Do you want us to send information to attendees?
- 99• Do you want us to arrange the VIP accommodations?
- 100• Do you want us to reserve hospitality suites?
- 101 Do you want us to help determine master account procedures and decide on signature authorization?
- 101• Do you want us to check the facility have adequate parking?
102. Do you need us to arrange shuttle service?
103. Do you need for us to arrange for airport-to-facilities transportation?
104. Do you need help in establish themes for individual conference events, awards banquet, etc.)
105. Do you need assistance with entertainment?
106. Do you need assistance in finding speakers?
107. Do you need our assistance in determine a/v requirements of speakers, presenters and entertainers ?
108. Do you want us to arrange for the A/V equipment?
109. Do you want us to manage your Food & Beverage events?
110. Do you want us to contact catering for price bids and menus
- 111• Do you want us to provide the estimate for attendance at each meal function?
112. Do your attendees have any dietary needs or restrictions?
113. Do you need our assistance in selecting menus?
114. Do you need our assistance in selecting wine?
115. Do you need our assistance in deciding host or no-host bar ?
- 116• Do you need our assistance on deciding on the ticket system for meals and cocktails?
117. Do you need our assistance in arranging for additional service personnel?
118. Do you us to determine food & beverage requirements for hospitality suites?
- 119• Do you want us to manage your conference activities and tours?
120. Do want us to reserve area for outdoor functions such as golf, skiing, tennis courts?
121. Do you want us to plan and organize tours and sightseeing, including reservations and transportation?
122. Do you want us to organize guest activities?
123. Do you want us to arrange for children's activities?
124. Do you us to arrange for security?
125. Do you want us to determine security requirements for VIPs?
126. Has your group had any recent threats?
127. Do you anticipate picketing or other public demonstration?
128. „Will you be serving alcohol at events?

129. Do you want us to create a crisis management plan for your event?
130. Do you want us to manage your Registration?
131. Do you want us to help set registration policies?
132. Do you want us to create necessary forms for registrations and other events?
133. Do you want us to develop website for on-line registration?
- 134• Do you want us to arrange for registration areas in meeting facility?
135. Do you want us to organize registration system?
136. Do you need our assistance to determine hours of operation for on-site registration?
137. Do you need our assistance to obtain equipment, supplies and signage for registration area?
138. Do you want us to order phones, pagers, radios, computers, printers, and credit card machines, etc.
139. Do you want us to manage the attendee lists?
140. Do you want us to create the registration packets?
141. Do you for us to provide cash box, credit card machine for on-site registration
142. Do you need us to provide a message board for attendees?
143. Do you need our assistance in developing the conference schedule with meeting room locations
144. Do you want us to create the tickets for events?
145. Do you need assistance finding sponsors and exhibitors?
146. Do you need our assistance in help find giveaways?
147. Do you need help in
148. Do you want us to arrange for airport greetings?
149. Do you want us to Order special gifts, flowers, VIPs baskets?
150. Do you need assistance with the Final budget?
151. Do you want us to set up your master accounts with hotels.
152. Do you want us to order microphone for meeting rooms.
153. Do you need assistance in finding host for speakers during conference?
154. Do you need help in finding keynote speakers?
155. Do you need assistance in creating press releases?
156. Do you need assistance with produce pre-meeting advertisements?
157. Do you need our assistance in contacting local media: newspaper, radio, TV stations, magazines, newsletters?
158. Do you need our assistance in arrange for photographers?
159. Do you want us to set up a media room?
160. Do you want us to produce publicity kits?
161. Do you want us to provide maps and directions to meeting facility and hotel(s) for attendees?
162. Do you want us to manage special needs requirements for handicapped attendees?
163. Do you want us to manage the special dietary needs requirements?
164. Do you want us to manage the room block cut-off date?
165. Do you want us to manage the shipping of material to the meeting with shipping instruction and packing list
166. Do you need help managing Exhibitor registration form and registration?
- 167• Do you want us to arrange for recording equipment?
168. Do you need us to arrange special lighting or sound required?
169. Do you want us to set up a Pre-Conference Meeting with facility and service providers
170. Do you want us to provide a detailed schedule for facility, hotel front desk, transportation providers, caterer

171. Do you want us to handle the final walk-through of facility?
172. Do you want us to review hotel billing?
173. Do you want us to document suggested for next year
174. Do you want us to find facility and dates for next year meeting?
175. Do you want us to do the final accounting, final statistics
176. Do you us to send thank you letter to appropriate people
177. Do you want us to create a poster for next years meeting to be displayed at this years meeting?