



THE
VENDUE

REQUEST FOR PROPOSAL (RFP)

General Contact Information:

Name:	
Company:	
Job Title:	
Address:	
City:	
State:	
Zip:	
Country:	
Phone:	
Fax:	
Email:	

Response Requirements:

- Notify me if requested dates are available.
- Notify me of any other available dates.
- Contact me regarding site inspection.
- Please send sales kits including menu selection.
- Other:

Please respond via:

- Telephone
- Email
- Fax
- Other:

Meeting Information

Event/ Meeting Name:

What is the goal/purpose of this meeting?

What are the three most important considerations when selecting a hotel/resort for this meeting?

Who will attend this meeting?

How and when will a decision be made on this meeting?

Other hotels or destinations being considered for this meeting:

Dates and Room Block

Arrival Date:

Departure Date:

Are these dates flexible?

Estimated rate per room

Please indicate the required room block, by day.

	Single Queen	Single King	Double Queen	Other	Total
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					

Room Block Notes:

Space Requirements: Please describe your meeting space requirements by filling in the table below.

Day/ Date	Time	Event Description	# People	Set-up Style

Additional Requirements or Comments: