

# Request for Proposal

## General Information

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E mail: \_\_\_\_\_

## Event Information

Date Event: \_\_\_\_\_ Purpose/ Type of Event: \_\_\_\_\_

|  |                                       |                                       |   |
|--|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Casino        | <input type="checkbox"/> Housing      | <input type="checkbox"/> Shuttle      | <input type="checkbox"/> Tours          |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Meeting Mgt  | <input type="checkbox"/> Staffing     | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Gift Basket   | <input type="checkbox"/> Picnic       | <input type="checkbox"/> Teambuilding | <input type="checkbox"/> Venues         |
| <input type="checkbox"/> Exhibits Mgt  | <input type="checkbox"/> Registration | <input type="checkbox"/> Theme Party  | <input type="checkbox"/> VIP activities |

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# People: \_\_\_\_\_ Ages: \_\_\_\_\_ Demographics (m/f): \_\_\_\_\_

Budget: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Deadline proposal: \_\_\_\_\_ fax/ email/ mail

What did you do last year? \_\_\_\_\_

Did you use a DMC?: \_\_\_\_\_

Who is doing the portions we won't be handling? \_\_\_\_\_

Referred by: \_\_\_\_\_

Future year locations: \_\_\_\_\_