

Meeting Event Space RFP-RFQ



About Me / My Organization

Preferred Salutation: Mr. Ms. Mrs. Dr. Rev.

Name: (first) (last)

Company/Organization:

My Organization's Website: http://

Address:

City: State/Province: Zip/Postal Code:

Email: Alternate Email:

Telephone: - - ext. Fax: - -

Preferred form of contact: phone email fax Best time to reach me: *am* to *am*
pm *pm*

I am planning an event for: my organization another organization (website: http://)

My Rewards Partner: My Rewards Number:

Meeting / Event Information

Meeting / Event Name:

Event Type: Small Meeting Large Meeting Exhibition Shareholder Political Wedding Party

Estimated Maximum Number of Attendees: Estimated Maximum Number of Sleeping Rooms:

Total Room Nights: Complimentary Rooms Needed:

Start Date of Meeting: End Date of Meeting:

Estimated Budget:

My dates are flexible: Yes No

If yes, these are acceptable alternative dates: Start: End:
Start: End:

I need your assistance with:

Local Tours	Golf Outing	Restaurant Recommendations	<input type="text"/>
Shopping Trips	Tickets	Live Entertainment	<input type="text"/>
Transportation	Spa Packages	In-Room Gifts	<input type="text"/>

Special notes about this event:

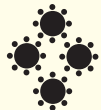
Meeting Set Up:

Function #1 / Banquet Event Order

Description:

Date: Number of Attendees: Start time: End time:

Room Set Up - Select your room setup type:



Banquet



Reception



Theater



Classroom



Boardroom



Hollow Square



U-Shape



Exhibit Hall

Food and Beverage:

Morning: Continental Breakfast Full Breakfast Morning Break Special Dietary Plate

Afternoon: Lunch Buffet Plated Lunch Afternoon Break Special Dietary Plate

Evening: Dinner Buffet Plated Dinner Reception Special Dietary Plate

Other:

A/V needs: Internet Videoconference Television Computer Computer Projector
Podium Whiteboard Microphone

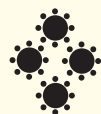
Notes: (fill in box - include details, breakout rooms, etc.)

Function #2 / Banquet Event Order

Description:

Date: Number of Attendees: Start time: End time:

Room Set Up - Select your room setup type:



Banquet



Reception



Theater



Classroom



Boardroom



Hollow Square



U-Shape



Exhibit Hall

Food and Beverage:

Morning: Continental Breakfast Full Breakfast Morning Break Special Dietary Plate

Afternoon: Lunch Buffet Plated Lunch Afternoon Break Special Dietary Plate

Evening: Dinner Buffet Plated Dinner Reception Special Dietary Plate

Other:

A/V needs: Internet Videoconference Television Computer Computer Projector
Podium Whiteboard Microphone

Notes: (fill in box - include details, breakout rooms, etc.)

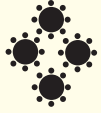
Meeting Set Up:

Function #3 / Banquet Event Order

Description:

Date: Number of Attendees: Start time: End time:

Room Set Up - Select your room setup type:



Banquet



Reception



Theater



Classroom



Boardroom



Hollow Square



U-Shape



Exhibit Hall

Food and Beverage:

Morning: Continental Breakfast Full Breakfast Morning Break Special Dietary Plate

Afternoon: Lunch Buffet Plated Lunch Afternoon Break Special Dietary Plate

Evening: Dinner Buffet Plated Dinner Reception Special Dietary Plate

Other:

A/V needs: Internet Videoconference Television Computer Computer Projector

Podium Whiteboard Microphone

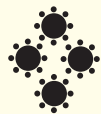
Notes: (fill in box - include details, breakout rooms, etc.)

Function #4 / Banquet Event Order

Description:

Date: Number of Attendees: Start time: End time:

Room Set Up - Select your room setup type:



Banquet



Reception



Theater



Classroom



Boardroom



Hollow Square



U-Shape



Exhibit Hall

Food and Beverage:

Morning: Continental Breakfast Full Breakfast Morning Break Special Dietary Plate

Afternoon: Lunch Buffet Plated Lunch Afternoon Break Special Dietary Plate

Evening: Dinner Buffet Plated Dinner Reception Special Dietary Plate

Other:

A/V needs: Internet Videoconference Television Computer Computer Projector

Podium Whiteboard Microphone

Notes: (fill in box - include details, breakout rooms, etc.)