Hotel Request for Proposal

[Insert Organization]

[Insert Meeting Name]

Request for Proposals

The [Insert Organization]is currently exploring cities in the [Insert Location, e.g. eastern US] to host the [Insert Meeting Name]. [Insert Organization Name] has been contracted by the organization to coordinate all site selection, contracting and logistics for this event. Current cities for consideration for date are [List Cities]. Once RFPs are received from these cities, the organization will narrow the search to number of cities to determine the best venue options for the event.

Contact Information

|  |  |
| --- | --- |
| Event Name: |  |
| Key Contact: | Name  Title, Company  Address  Phone and email |
| Host Organization: | Name  Address  Web address |
| Comments: | Please direct all inquiries to Planner Name and email address |

Event Profile

**Organization Overview: Description of the event**

**Attendee Profile:** Who they are, geographical areas they are from, age range, gender breakdown, and any other potentially defining attendee items

**Event History:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Property** | **City** | **Dates** | **Attendance** | **Rate** |
| XXX |  |  |  |  |  |
| XXX |  |  |  |  |  |
| XXX |  |  |  |  |  |
| XXX |  |  |  |  |  |

Location Preference

* Prefer a downtown location close to shopping, dining and attractions.
* Easily accessible from airport(s) and major highways

Date Requirements

**Meeting Pattern:** Dates, Day (s) of Week

Majority arrival Pattern

Conference Sessions run State Days of Week

**Preferred Dates:** Date or Month Range

**Dates to avoid:**  Any major national and religious holidays

**Dates flexible?** Dates are flexible during the time frame listed

**Pattern flexible?** *Pattern is not flexible*

Guest Room Block Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Sat** | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** |
| **Run of House** |  |  |  |  |  |  |
| **Junior/Regular Suite** |  |  |  |  |  |  |
| **STAFF** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**Total Room Block: xxx**

**Reduced Staff Room Rates Required:** 🗹 Yes 🞎 No

**Method of Reservations:** 🞎 Rooming List 🗹 Individual Reservation

**Room Rate:** Non-Commissionable

Function Space Requirements

| **Day** | **Start Time** | **End Time** | **Function** | **Setup** | **Number** |
| --- | --- | --- | --- | --- | --- |
| **Sat** |  |  |  |  |  |
| **Sun** |  |  |  |  |  |
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| **Mon** |  |  |  |  |  |
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| **Tue** |  |  |  |  |  |
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| **Wed** |  |  |  |  |  |
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**Function Space & Audio/Visual Comments:**

**General Session Room Setup includes:**

**Exhibit Room:**



**Breakout Rooms:**

**Food & Beverage Functions:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Continental Breakfast** | **AM Refresh** | **Lunch** | **PM Break (light)** | **Reception** | **Dinner** |
| **Saturday** |  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |

Concessions Desired

Proposal Specifications

Questions:

Direct all questions and requests for additional information regarding this RFP to [Insert Name and email address of Event Manager]

Timeline:

Below is a proposed timeline for the Organization Name to review and process RFPs. Please note that staff members will be reviewing proposals, but we will respond as soon as possible.

RFPs Distributed: Insert Date

Proposals Due: Insert Date

Follow up with any

proposal questions: Insert Date

Review Proposals: Insert Date

City Decision Date: Insert Date

Site Inspection: Insert Date

Final Property Decision: Insert Date

Decision Notification Method:

🗹 Telephone Call

🗹 Email

Key Decision Factors: [Below are examples. Insert those important to your Organization]

Primary Factors:

* Sleeping Room Rate
* Meeting Space Availability / Flexibility
* Vibrant city able to host a number of tours and/or day trips (for city selection)
* Proximity of property to attractions (for property selection)
* Overall cost of services

Additional Factors:

* Hotels which boast professional, responsive teams with exceptional customer service
* Creative and competitive concessions
* Information provided in the response to the RFP
* Recommendations from previous and existing clients

Proposal Content

When submitting your proposal, please provide the following:

* Facility Name, Address and Primary Sales Contact
* Dates Available, based on above requirements
* Guest Room Block and Rates, based on above requirements
* Function Space, based on above requirements
* Standard sales kit for the facility (link to an online sales kit or emailed documents are preferable)
* Price List(s) including any additional fees (gratuity, service charges, resort fees, sales tax, etc.)
* Sample Menus
* Experience – how many events of similar size and scope has the property provided services in the past year?
* Renovation Information – When was the property last renovated? What type of renovation? Are there plans for future renovations?
* Security and Americans with Disabilities Accommodations
* General Area Information
  + Proximity of property to airport
  + Nearby Attractions
  + Public Transportation Options

Instructions for Responding

* Each proposal responding to this RFP must include the information requested in *Proposal Content* section of this RFP
* Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor
* The proposal with the lowest dollar amount will not necessarily be considered as the best proposal
* Incomplete and/or late responses will not be considered
* Preferred Format for Response: Email
* Other Acceptable Response Formats: Mail or Courier
* **Return proposals by [Insert Date] to:**

Your Name Email: Your email

Title Phone: Your Phone

Company

Address