

Organization Logo
Insert Title of Event
Request for Proposal
Due date: Insert desired date

Responses due to:

Insert contact information for the person who will be reviewing the proposals.

Overview:

Insert a high-level/brief overview of the program. Venues are most interested in hearing responses to these questions:

1. What is the focus of the program?
2. How long has the event been happening?
3. What's important to the group?

Here's an example:

The Innovative Leaders Program at the University of Alabama (USA) has been rotating at hotels across the country since 2007. This program is focused on cultivating international female entrepreneurs in technology and science. Last year at the Hotel Madeira this event had a record turnout of 500 attendees. USA has traditionally partnered with selected venues that are close to desirable tourist attractions, client focused, and known for top-notch service and delicious cuisine.

Desired date:

Insert all dates you will consider for this program. If you will only consider one set of dates, clearly articulate that in this document.

Here's an example:

For internal reasons, the dates for this program must be Oct. 1-Oct. 8. Venues with dates outside of this time frame will not be considered.

Sleeping room pattern:

As an example, below is a sleeping room grid which assumes that you will have 40 attendees staying for two nights.

Day One	40
Day Two	40
Day Three	Checkout is often noted as C/O

High-level agenda:

The example below assumes a two-day event. It is not necessary to list all of the details about your event but to highlight the critical details. Critical details for venues often include the date and type of space, as well as the manner in which you would like the space arranged and/or laid out.

Day One			
Time	Type	Meeting set	Audio visual
24 hour hold	Office space	Conference set for 10	N/A
Day Two			
Time	Type	Meeting set	Audio visual
24 hour hold	Office space	Conference set for 10	N/A
7:00 a.m. – 5:00 p.m.	General session	Crescent rounds for 50	LCD projector package with audio, podium microphone
7:00 a.m. – 5:00 p.m.	(1) Breakout space	Crescent rounds for 25	N/A
7:00 a.m. – 8:30 p.m.	Banquet	Rounds for 50	N/A
Day Three			
Time	Type	Meeting set	Audio visual
24 hour hold	Office space	Conference set for 10	N/A
7:00 a.m. – 5:00 p.m.	General session	Previous/as outlined on day one	Previous/as outlined on day one
7:00 a.m. – 5:00 p.m.	(1) Breakout space	Previous/as outlined on day one	N/A
7:00 a.m. – Noon	Banquet	Previous/as outlined on day one	N/A

Catering specifications:

This provides your venue with an understanding of what meals you are committed to serving, as well as the times of service. Here is an example of a catering grid. As a reminder, this will influence your food and beverage commitment.

Day One	
7:00 – 8:00 a.m.	Breakfast
Noon – 1:30 p.m.	Lunch
5:00 – 7:00 p.m.	Reception
Day Two	
7:00 – 8:00 a.m.	Breakfast
Noon – 1:30 p.m.	Lunch

Required concessions:

On occasion you may have requests that are non-negotiable for you to consider a venue. Examples of these items may include: catering discount, free internet, audio visual discount, and other amenities.

Desirable concessions:

Additionally, you may have requests that would add value to your event but are not necessarily a deal breaker. Examples of these items may include: space with natural light, suites, discount on coffee service, etc.