<<Association or Event LOGO>>

Request for Proposal

<<Name of Event>>

<<Brief paragraph about your association and your event.>>

**Estimated Room Block:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Thu** | **Fri** | **Sat** | **Total** |
| King | 75 | 67 | 10 | 152 |
| (2) Double | 75 | 68 | 10 | 153 |
| **Total** | 150 | 135 | 20 | 305 |

\*Include preferred patterns and dates.

# Meeting Room/Food Function Requirements

The following is the current schedule of major activities. This schedule is subject to change.

#

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Location** | **Function** | **# ppl** | **Room set** | **Sq ft.** |
| **Thu** | 8:00am-24hrs | HQ hotel | Staff Office |  |  |  |
|  | 8:00am -24hrs | HQ hotel | Storage |  |  |  |
|  | 7:30am-24hrs | CENTER | Bag Stuffing |  |  |  |
|  | 8am-8 pm | CENTER | General Session set-up |  |  |  |
|  | 8am-8 pm | CENTER | Exhibit Hall set-up |  |  |  |
|  |  |  |  |  |  |  |
| **Fri** | 24hr hold | HQ hotel | Staff Office |  |  |  |
|  | 24hr hold | HQ hotel | Storage |  |  |  |
|  | 8am-5pm | HQ hotel | Registration |  |  |  |
|  | 9am-3pm | CENTER | Exhibits |  |  |  |
|  | 10-11:30am | CENTER | General Session |  |  |  |
|  | 11:30am-1pm | CENTER | Lunch in Exhibit Hall |  |  |  |
|  | 9:00am-5:00pm | CENTER | (2) breakouts |  |  |  |
|  | 6-7:30pm | CENTER | VIP Reception |  |  |  |
|  |  |  |  |  |  |  |
| **Sat** | 7:30am-24hrs | HQ hotel | Staff Office |  |  |  |
|  | 7:30am-24hrs | HQ hotel | Storage |  |  |  |
|  | 8am-12pm | HQ hotel | Registration |  |  |  |
|  | 8am-12pm | CENTER | Exhibits |  |  |  |
|  | 8:30-11am | CENTER | (2) breakouts |  |  |  |
|  | 11am-12pm | CENTER | General Session |  |  |  |
|  | 12:00 – 5pm | CENTER | Exhibitor Move-Out |  |  |  |

**Requested Concessions:**

Depending on the size of your program, you can get various concessions included in your contract. List what is most useful to your organization. Some examples:

* complimentary suite
* complimentary rooms (assigned to staff/board or applied to the master bill)
* upgrades for your board
* complimentary WiFi in guest rooms
* complimentary parking passes
* discounted F&B
* discounted A/V

# Recent Conference History/Future Locations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | City | Hotel(s) | Peak | Total Pick-up | Attendance |
| 2021 |  |  |  |  |  |
| 2020 |  |  |  |  |  |
| 2019 |  |  |  |  |  |
| 2018 |  |  |  |  |  |
| 2017 |  |  |  |  |  |
| 2016 |  |  |  |  |  |
| 2015 |  |  |  |  |  |
| 2014 |  |  |  |  |  |
| 2013 |  |  |  |  |  |
| 2012 |  |  |  |  |  |
| 2011 |  |  |  |  |  |

**Timeline:**

Proposals are due on September 1st. We are looking to make a final decision by made by November 1st.