

# Request for Proposal

Please fill out as much information as possible or attach an RFP

Date: \_\_\_\_\_

## Contact Information

<b>Company Name:</b>
<b>Address 1:</b>
<b>Address 2:</b>
<b>City, State, Zip:</b>

<b>Contact Name:</b>
<b>Phone:</b>
<b>Email:</b>
<b>Fax:</b>

## On-site point of contact

\*This person will be authorized to make changes to meeting arrangements, have the ability to sign off on contracts, and will be the POC for the Hotel Sales/Catering Department.

<b>Contact:</b>
<b>Cell Phone Number:</b>

## Meeting Information

<b>Meeting Name:</b>
<b>Preferred Dates:</b>
<b>Alternative Dates:</b>
<b>Number of Attendees:</b>
<b>Brief Description of Meeting:</b>
<b>Number of concurrent breakouts:</b>
<b>Number of meeting rooms needed:</b>

**Meeting**

\*Please include all the space that will be needed on each day-office, breakfast, lunch, reception, breakouts, etc.

\*Please specify classroom, theatre, conference, rounds, board, hollow square, or other in room set up section.

\*Please specify LCD Projector, Overhead Projector, Rear Screen Projector, Microphone, Screen, Whiteboard/ Flipchart, phone, etc. in AV section.

\*Please specify Breakfast, Lunch, Dinner, AM/PM Breaks, and Reception in F&B section.

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u># of PPL</u></b>	<b><u>Room Set Up</u></b>	<b><u>AV</u></b>	<b><u>F&amp;B</u></b>

**Additional Meeting Information or Special Needs: Ex. No divided meeting room, conference room held for 24 hour periods.** \_\_\_\_\_

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**Off Property**

\*Please specify if transportation will be needed in the Event Description section

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u># of PPL</u></b>	<b><u>Event Description</u></b>

**Additional Information and/or Special Needs:**

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## ***Guest Room Block***

Room Type	Sunday (mm/dd)	Monday (mm/dd)	Tuesday (mm/dd)	Wednesday (mm/dd)	Thursday (mm/dd)	Friday (mm/dd)	Saturday (mm/dd)
# Dbl/Dbl							
# Kings							
Totals							

**Special Needs (Non-Smoking, VIP's, etc.):** \_\_\_\_\_

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**Decision Date:** \_\_\_\_\_

**Billing Information:** \_\_\_\_\_

### ***Additional Information***

**Client requests the following:** \_\_\_\_\_

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**\*\*\*Please note that last minute changes, additions or cancellations, after the contract is signed, may result in additional fees. It is very important to firm up all arrangements before signing the contract.**

**Classic Travel & Tours Contact**

**Kim Domowicz**

**804-379-2200**

[@classictrvl.net](mailto:@classictrvl.net)