



## Request for Proposal (RFP) Form

**STEP 1:** Please provide the following information to receive hotel proposals. Proposals can be sent directly to you via email from interested hotels, or we can gather responses and forward them to you. Please let us know your preference.

**STEP 2:** Once you sign a contract with a hotel or facility, please notify us via email. This may qualify you for complimentary brochures and other services (welcome bags, photos, and swag items).

**STEP 3:** If you need additional services (Caterers, Transportation, etc.) please let us know.

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**Name of Organization:**

**Name of Event/Meeting:**

**Contact Name:**

**Contact Mailing Address:**

**Contact City, St, Zip:**

**Contact Phone:**

**Contact Email:**

**Social Media Handles:**

**Preferred Dates:**

**Alternate Dates:**

*(If you are not flexible at all, please say: DATES SET)*

**Total Attendance:**

**Frequency:**

*(Please tell us if your event is Annual, Every 2 or 3 years, or Varies.)*

**Competing Cities:**

*(Are you considering other cities besides Atlanta for this event?)*

**Proposal Date:** What date do you need proposals from the hotels to begin the process?

*(We normally give five business days for hotels to respond.)*

**Decision Date:** Please specify what date you will sign a contract to secure a hotel.

**Room Block:** (please break down by day)

*(Hotels usually can accommodate four ppl per room. If you sign a contract for rooms, you do not use, the hotel may hold you accountable. Please give your most realistic estimate.)*

DATE							
No. of Rooms							

**Athletic Facility Requirement:**

DATE	Type of Facility (Court/Diamond/Rectangle)	Number of Teams	Miscellaneous Needs (Seating, Concessions, Lights, etc.)

**Ancillary Venue Space:**

*(EXAMPLE: 7/17, 9-12 pm, General Session, 75 ppl, Classroom)*

DATE	Hours	Type of Function	Number of People	Seating Style: Theatre, Classroom, etc.

**Food & Beverage:**

*(EXAMPLE: 7/17, Reception, 75 ppl, Light appetizers, Flow)*

DATE	Name of Function	Number of People	Type of Meal (e.g. Plated or Buffet or Appetizers)	Seating Style: Theatre, Classroom, etc.

**Audio Visual Requirements:**

**History/Future:** (List the city and hotel for last 2-3 years.)

*(Where was your event held previously: EXAMPLE: 2009, Las Vegas, NV, Hilton, \$99)*

**Additional Information:**

Desired Sleeping Room Rate Range:

*(EXAMPLE: Under \$99 OR \$99-129)*

Are you anticipating making a site visit?

What is the deciding factor or factors involved in the decision-making process?

Please list any other special requests/concessions that may make a difference.