



REQUEST FOR PROPOSAL

Event: _____

Event Date: _____ From: _____ To: _____ # of Attendees: _____

Description of Event: _____

Contact Person: _____

Phone: _____

Address: _____

Fax: _____ Email: _____

Exhibit Hall: ___ A1: ___ A2: ___ C1: ___ M1: ___ M2: ___ Lobby: ___ Theater: ___
K1: ___ K2: ___ K3: ___

A/V Needed: Yes ___ No ___

Dance Floor: Yes ___ No ___ Size: ___ X ___

Stage: Yes ___ No ___ Size: ___ X ___

Hotel Rooms Needed: Yes ___ No ___ Approximate #: ___

Alcohol: Yes ___ No ___ Transportation: Yes ___ No ___

Catering: Yes ___ No ___

Music: Yes ___ No ___

Special Equipment or hook ups? Yes ___ No ___ Item: _____

Do You Need Listings of area Caterers/Hotels or Driving Directions? Yes ___ No ___
Which: _____ All ___ Other: _____

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