



# Request for Proposal

Organization:

Today's Date:

Response Needed by:

(We request a two week turnaround time from the date we receive the RFP.)

Event Name:

Preferred Dates:

Other Possible Date Options:

Contact Name:

Title:

Address:

City

State

Zip

Tel:

Fax:

Email:

### Housing Requirements:

Room Rate Price Range:

Room Block:

\_\_\_\_\_ Rooms Needed Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

\_\_\_\_\_ Rooms Needed Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Please let us know if you have a hotel preference.

Special Requirements:

### Meeting/Function Space Required:

Estimated Attendance:

Meeting Time:

Set-up Requirements: Conference Classroom Theatre Banquet Reception Other

Catering:

Audio Visual:

Special Requirements:

Exhibits:

Yes No

Gross Square Feet:

Move-in Date

Show Dates

Move-Out Date

Please let us know if you need information on the following:

Golf Options Team Building Sightseeing Tours Non-Traditional Venues Directory of Services for Fredericksburg

How did you hear about Fredericksburg? Internet Advertising Word of Mouth Trade Show Other

What other cities are under consideration?

Please do not hesitate to contact us if you need information or if you would like to schedule a site visit.

Fredericksburg Department of Tourism and Business Development

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