

***\*Note: If you require less than 10 sleeping rooms or meeting space only, please contact hotels directly with your request***

**Meeting Request for Proposal (RFP) Form**

**STEP 1:** Please complete this form and return to [rfpsubmissions@atlanta.net](mailto:rfpsubmissions@atlanta.net). Once received, we’ll share your information with the best hotels that meet your event.

**STEP 2:** Hotels will contact you with rates and availability and work with you directly throughout the planning process.

**STEP 3:** Once you sign a contract with a hotel, please notify us via email. This may qualify you for complimentary brochures and other services (e-coupons, photos, and videos).

**Please complete information below**

# Contact Name:

# Contact Mailing Address:

Contact City, St Zip:

# Contact Phone:

# Contact Email:

# Meeting Name:

Preferred Dates:

Alternate Dates:

Total Attendance:

Frequency:

Competing Cities:

Who makes the final decision on the hotel?

What date do you need proposals from the hotels?

Please specify what date will you sign a contract to secure a hotel:

Room Block (please break down by each day)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Date | Date | Date | Date | Date | Date | Date |
| # of Rooms |  |  |  |  |  |  |  |

Food & Beverage Program:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EachDATE** | **General Session or Breakouts)** | **Number of People** | **Room set up** | **Start Time & End Time** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please list all meal functions. Day- Time –Number of people

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

Year, Hotel, City, State, Rate Paid

Areas of the city that you are able to consider?

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