

# online request for proposal

Please complete the following form. \*=required fields.

## **Planner Information:**

\*First Name:

\*Last Name:

\*Company:

Title:

\*Address:

\*City:

\*State:

\*Zip:

Country:

\*Telephone:

\*Email:

Website:

Fax:

## **Basic Information:**

\*Name of Meeting/Group:

\*Organization/Company:

\*Response Due:

\*Decision Date:

\*Number of Attendees:

\*Meal Functions:

Who makes the final decision on location?

Additional Comments or Questions:

Have you visited the Red Rock area before?

## **Date Information:**

\* Preferred Date: Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Alternate Date 1: Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Alternate Date 2: Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

## **Room Information:**

\*Rooms per night: Please indicate the number of single and double rooms your group will need for each day that your group will be staying.

\*Room prices: (Check all that apply)

Government per diem

Under \$70

\$71-85

\$86-100

\$101+

Suites Needs:

**Group Type:** \_\_\_ Meeting/Conference \_\_\_ Tour \_\_\_ Reunion \_\_\_ Wedding

**Tours:** *(Tours only need to complete this information)*

**Activities Interested in including within tour:**

- Museum or Historic Village
- Shopping
- Nature experience
- Arts/Cultural experience
- Recreation
- Event/Festival
- Industry Tour
- Agricultural experience
- Other: \_\_\_\_\_

**Meetings/Conferences:** *(Meetings only need to complete this information)*

**Event/Meeting Information:**

**\*Meeting Space Requirements:**

**\*Exhibit Space Requirements:**

**Group Activities:** (Check all that apply)

- Dine-a-round
- Golf Tournament
- Shopping
- Speaker/Entertainment
- Spouse Tours
- Team Building
- Art/Culture Tour
- Recreational Activities

**Other Requirements:**

- Handicap Accessible
- Fitness Center
- High-speed Internet Access
- Other: \_\_\_\_\_

**\*Meeting History:**

Year	Property	City

Will you be doing a site inspection?  yes  no

If yes, when?