



R E S O R T • S P A • C A S I N O  
L A S V E G A S

## REQUEST FOR PROPOSAL

### **Event Name**

---

Major Sponsors

---

Estimated Total Attendance

---

Attendee Profile

---

Date Range

---

Black Out Dates

---

Event Pattern

---

### **General Sessions**

---

# of Rooms Required

---

Room Set

---

Estimated Attendance/Room

---

Move-In Days

---

Move-Out Days

---

### **Breakout Rooms/Needs**

---

F&B

---

Lounge

---

Staff Office

---

Registration Area

---

### **Housing**

---

Total Room Block

---

Peak Night

---

Block Pattern

---

Housing Bureau/Reservations Method

---

Room Rate Budget

---

Commissionable

---

**Catering Functions**

Largest Meal Function

---

# of Lunches

---

# of Coffee Breaks

---

# of Receptions

---

# of Dinners

---

# of Breakfasts

---

Estimated Catering Budget

---

**ADDITIONAL EVENT COMMENTS**

**History Year 1**

Event Date

---

Location

---

# of Total Attendees

---

Total Room Pick-Up

---

Peak Night & Block

---

Housing Pattern

---

# of Exhibitors

---

Gross Square Footage

---

Catering Spent

---

Catering Functions

---

**History Year 2**

Event Date

---

Location

---

# of Total Attendees

---

Total Room Pick-Up

---

Peak Night & Block

---

Housing Pattern

---

# of Exhibitors

---

Gross Square Footage

---

Catering Spent

---

Catering Functions

---

Please fill out the form detailing your event and fax it to:

**702-797-3000**

ATTN: Gabe Kuti, Director of Sales