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REQUEST FOR PROPOSAL

Event Name	
Major Sponsors	
Estimated Total Attendance	
Attendee Profile	
Date Range	
Black Out Dates	
Event Pattern	
General Session	
# of Rooms Required	
Room Set	
Estimated Attendance / Room	
Move-In Days	
Session 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	
# Dinners	
# Breakfast	
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	

