

Meeting and Event Service - Request for Proposal (RFP)

RFP #: _____

Date: _____

Contact Name: _____

Company/Group Name: _____

Type of Event: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Respond to Client via: _____ Services Needed: Catering Restaurant

Response Deadline: _____ Hotel Meeting Space

EVENT DETAILS

Event location (city): _____ Date(s): _____ Start Time: _____ End Time: _____

Type of Banquet Service: _____ Meal Detail: Breakfast Lunch

Price Range: _____ Number of Guests: _____ Dinner Appetizers

AV Needs: _____

ACCOMMODATION DETAILS

Preferred Hotel Location: _____ Arrival Date: _____ Departure Date: _____

Rate Range: _____ Breakfast Preference: _____ Rooms Needed: _____

Additional Hotel Services Needed: _____

Other Additional Services: Auto Rental Entertainment Photographer Spa Services: _____

OTHER IMPORTANT INFORMATION

Please let us know any additional information so that we can present you with the most accurate quote for your event.

This RFP is not to be used for events sponsored by the South Metro Denver Chamber of Commerce. Please contact Taren Shuck at tshuck@bestchamber.com for Chamber sponsored events.

The **South Metro Denver Chamber Events & Visitors Bureau** is ready and able to make your event the best it possibly can be. Please contact Laura Martin at lmartin@bestchamber.com for any questions you may have.