Reunion Name

Request for Proposal

Response Due Date: XXX

Contact XXX

Address XXX

Email XXX

Phone XXX

Additional Contact: XXX

Website XXX Facebook Page XXX

**About our reunion**:

We have XXX attendees and meet XXX (annually, every odd/even year).

Our preferred month is XXX. We XXX (will or will not) consider other date options

We decide on our next reunion by XXX (having attendees vote, the Board of Directors decides, I decide)

Our attendees live XXX

The average attendee age is XXX

Our group has the following special needs: XXX

We will visit attractions that are a blend of military and local attractions

General Reunion Flow Pattern: EDIT GRID BELOW TO REFLECT YOUR REUNION PATTERN

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
| Guest Rooms | XXX | XXX | XXX | XXX | XXX | 0 |
| Meeting Space |  |  |  |  | Banquet |  |
| Breakfast |  |  |  |  |  |  |
| Lunch |  |  |  |  |  |  |
| Dinner |  |  |  |  | Group Meal |  |
| Tours/Special Events |  |  | Tour Day | Tour Day |  |  |
| Hospitality Space | Required | Required | Required | Required | Required |  |

We will communicate specific handicapped accessible rooms required at time of contract.

REUNION NAME will require a Master Bill for specific charges such as banquet charges, VIP room charges, gratuities and other charges as assigned. Guests are responsible for their own room and tax charges unless directed by REUNION NAME.

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General Requirements/Preferences (in order of importance): RANK THE LIST IN ORDER OF IMPORTANCE

DELETE ALL ITEMS NOT RELEVENT

 Group Rate Discount.

 Full-Service Hotel

 Complimentary Rooms and/or Suite

 Breakfast included with the room rate

 Complimentary Hospitality Space (see requirements below)

 Complimentary Parking

 Complimentary Audio Visual.

 Banquet menu flexibility (meal portion and/or flexible pricing)

 Suite Upgrade for Reunion Planner

 Group Rate extended three days pre and post of the reunion.

 Complimentary Local Transportation to and from the Airport

 Complimentary high-speed internet access (wireless preferred)

Hospitality Space Requirements:

We have the following requirements for our hospitality space because it is used for fellowship, XXX.

 We Need: EDIT ITEMS / DELETE ALL ITEMS NOT RELEVENT

 Adequate square footage meeting space for our needs as approved by reunion organizer

 Set up/teardown time prior to and at the conclusion of the reunion event

 60-inch round tables with linens and chairs

 6-foot tables with linens for reunion use

 Table for food and beverage consisting of snacks and sodas

 Alcohol to be available for use in the hospitality space

 Room that locks (up to 4 keys for reunion group use)

 Up to three waste cans taller than 2 feet

 Continued complimentary beverage service of water, coffee and tea throughout the event

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Reunion Banquet Dinner Requirements: RANK THE LIST IN ORDER OF IMPORTANCE

DELETE ALL ITEMS NOT RELEVENT

Flexible menu pricing reflecting portions requested (utilizing lunch menu at a dinner event).

Pricing to include all gratuities and taxes within per person rate

American Flag

Seating in round tables of 8 at a 60inch round minimum

Podium and microphone

 Banquet Room to be located near lobby and group guest rooms.

POW/MIA or Missing Man Table

Contract Terms Requirements:

 Overbooking/Walk: The hotel agrees to the following procedure when in an oversold status.

Reunion attendees will be last to be considered when selecting registered or reserved guests to move from the hotel.

Hotel will contact reunion planner immediately if oversold status is anticipated

Hotel will provide complimentary all transportation, meals and accommodation at or above the current hotel star/diamond rating level for all nights impacted by the move.

Hotel will prioritize the move of the reunion attendee back to the host hotel.

 Condition of Premises:

REUNION NAME reserves the right to cancel the event without penalty if the condition of the hotel falls below the condition presented during the site inspection and contract signing. Photographs taken during the site inspection have been filed and are available if necessary.

 Change of Ownership/Management/Staffing or Brand Affiliation:

The hotel will notify REUNION NAME within 14 days of publicly announced changes in ownership, management, staffing and/or brand affiliation. All contract agreements will remain in effect with the new parties unless notified the hotel will be closed for business over contracted event dates.

 ADA Requirements:

 The hotel will comply current ADA standards.

Renovation/Remodeling:

The hotel will notify REUNION NAME immediately in the event renovation or remodeling plans be scheduled over the contracted event dates. REUNION NAME will be given the opportunity to cancel the event without penalty should the renovation have a negative impact of the success of the event due to construction noise, shift in meeting space availability, or reduced availability of food and beverage.

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History: (5 years is more than adequate history)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year |  |  |  |  |  |
| City |  |  |  |  |  |
| Hotel |  |  |  |  |  |
| Rate |  |  |  |  |  |
| Block |  |  |  |  |  |
| Utilized |  |  |  |  |  |
| Banquet Attendance |  |  |  |  |  |
| Banquet Rate |  |  |  |  |  |
| Group Transportation |  |  |  |  |  |