**Request for Proposal**

**Please email your RFP to** **cnvsales@neworleans.com** **or upload it via our website.**

**All red fields are required**

**Organization Details:**

|  |  |
| --- | --- |
| Name of Organization: |  |
| Name of Event/Meeting: |  |
| Meeting Frequency: |  |
| Headquarters’ Address: |  |

|  |  |
| --- | --- |
| Contact name & title: |  |
| Contact telephone: |  |
| Contact email: |  |
| Contact’s mailing address: |  |
| Are you a 3rd party? |  |

**Meeting Details:**

|  |  |
| --- | --- |
| Proposal due date: |  |
| City / hotel decision date: |  |
| Decision Process / Decision Maker: |  |
| Site visit? If so, when? |  |
| State contract is signed In: |  |

|  |  |
| --- | --- |
| No. of Attendees: |  |
| Attendee Profile: |  |
| Meeting Objective: (networking? training?) |  |

|  |  |
| --- | --- |
| Preferred Meeting Dates: |  |
| Are your dates flexible? Y or N |  |
| If so, what other dates will you consider? |  |
|  |  |
| Preferred Meeting Pattern: |  |
| Will you consider an alternate pattern? If so, which? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Budgeted Sleeping Room Rate Range:  |   | Are rates commissionable? |  |
| Reservation Type:Call-In or Rooming List? |  |
| What cities are under consideration? |  |

**Room Block:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date(s): |  |  |  |  |  |  |
| Day(s): |  |  |  |  |  |  |
| # of rooms: |  |  |  |  |  |  |

**Alternate Dates:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date(s): |  |  |  |  |  |  |
| Day(s): |  |  |  |  |  |  |
| # of rooms: |  |  |  |  |  |  |

**Tentative Agenda**

*Please be specific – include all general session needs, breakouts, office/storage needs, exhibits, and food and beverage functions (buffet/continental breakfasts, plated/buffet lunches, AM/PM breaks, receptions, etc). Please add/delete rows as necessary.*

**Meeting Room Needs:**

Day 1 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | Start time &End Time | Set-Up (theater? rounds? classroom?) | # of ppl. | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Day 2 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | Start time &End Time | Set-Up (theater? rounds? classroom?) | # of ppl. | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Day 3 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | Start time &End Time | Set-Up (theater? rounds? classroom?) | # of ppl. | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Day 4 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | Start time &End Time | Set-Up (theater? rounds? classroom?) | # of ppl. | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Day 5 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | Start time &End Time | Set-Up (theater? rounds? classroom?) | # of ppl. | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Past History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| City | Start Date | End Date | Hotel | Rate |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Requested Concessions/Hot Buttons:**

**Anything else you’d like us to know about your program?**