

# **REQUEST FOR PROPOSALS**

This group is considering our area for their  
**2014 INTERNATIONAL FALL CONFERENCE**

**GROUP:** 2014 Fall Conference, Anywhere Intergroup

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**DATES:** October 18<sup>th</sup> to 24<sup>th</sup>, 2014

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**Attendees\*:** 550

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**Peak night rooms\*:** 235

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**Major arrival\*:** Wed/Thurs 10/20, 10/21, 2014

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**Major departure\*:** Sun 10/24/2014

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**Largest food function\*:** 550

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**Meeting & Function Space\*:** (1) room for 150 classroom style

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(6) rooms for 50 theater style

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(1) banquet room for 550 at rounds

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<b>Room Block*:</b>	<b>Day*</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	<b>Date*</b>	10/18	19	20	21	22	23	24
	<b>Rooms*</b>	10	50	110	150	175	200	20

<b>HISTORY*:</b>	<b>City</b>	<b>Hotel</b>
2008	Houston, TX	Marriott Westchase

2009	Montreal	Sheraton Laval
2010	Tampa, FL	Grand Hyatt Tampa Bay
2011	Cherry Hill, NJ	Crowne Plaza

**COMMENTS\*:** This group is rate-conscious.

Submit your proposals no later than (date)

A definite decision on city and hotel host will be made on (date)

**CONTACT\*:**

**Paul B.**  
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Email \_\_\_\_\_  
**TEL.: 000-000-0000**

*If the local CVB does not offer this service, the local conference committee may create its own bulletin and mail or email to selected hotels as a 'Request for Proposals' (RFP)*

## AGENDA\*

(this may be added as an extra sheet and should be a COMPLETE chronological schedule of meetings, events and food functions) e.g.

### Date:

<b>Wed. 10/25</b>	7:00am-noon	Golf outing, fun run/walk, tours
	1:30pm-11:00pm	BOT meeting for 140 - classroom
<b>Sat. 10/28</b>	8:00am-noon	General Session for 400 - theater (in-room coffee/tea)
	noon-1:30pm	luncheon for 400 - rounds
	2:00pm-5:00pm	(6) meetings for 50 each – theater
	6:00pm-7:00pm	cocktail reception for 550
	7:00pm-11:00pm	banquet for 550 – rounds