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## Request for Proposal

Organization's Name:

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

What type of company? Corporation  Government Agency  Non-Profit Organization

Event Name (For Signage):

RFP Response Needed By: \_\_\_\_/\_\_\_\_/2009

Preferred Dates:

Other Possible Date Options:

### **Contact Information:**

Primary Contact:

Billing Contact (if different):

Address:

City:

State:

Zip:

Telephone:

FAX:

Email:

### **Accommodation Requirements:**

Not Applicable

Accommodation Preference: Hotel with Interior Corridor  Hotel with Exterior Corridor   
Bed and Breakfast  Cabin

Room Rate Price Range:

### **Room Block Information:**

Rooms Needed \_\_\_\_\_

Arrival Date:

Departure Date:

Do you have a hotel preference?

Special Requirements or Needs:

## **Event Room Setup Information**

**Meeting Space Requirements:**      Single Day Event                       Multi-Day Event

Meeting Time: (Include pre-access and post-access time) \_\_\_\_\_ to \_\_\_\_\_

Total Event Attendance: \_\_\_\_\_

**General Session Setup:**    Conference/Boardroom       Classroom       Theatre   
   Banquet                       U-Shape

Breakout Sessions: # of Rooms needed \_\_\_\_\_

Attendance for each Breakout Session:

Breakout 1: \_\_\_\_\_ Breakout 2: \_\_\_\_\_ Breakout 3: \_\_\_\_\_ Breakout 4: \_\_\_\_\_

Continental Breakfast for (#) \_\_\_\_\_     Lunch     Evening Meal  
 Morning Break Service for (#) \_\_\_\_\_     Afternoon Break Service for (#) \_\_\_\_\_

Request a copy of our Approved Caterer's Menus

### **Audio/Visual: (Circle needed equipment)**

- |                              |   |   |   |
|------------------------------|---|---|---|
| <input type="radio"/> Laptop | <input type="radio"/> LCD Projector                     | <input type="radio"/> Flip Chart                      | <input type="radio"/> Microphone<br><input type="radio"/> Wireless,<br><input type="radio"/> Lapel or Panel |
| <input type="radio"/> Screen | <input type="radio"/> DVD Player                        | <input type="radio"/> Dry Erase Board                 |   |
| <input type="radio"/> Podium | <input type="radio"/> Internet Connection<br>(Wireless) | <input type="radio"/> Digital Projector<br>(Overhead) | <input type="radio"/> Power Point<br>Presentation   |

Teleconferencing:  Yes  No    Video Conferencing:  Yes  No    # of Hours needed \_\_\_\_\_

### **Furnishings:**

Stage: Small  Medium  Large     Dance Floor: Small  Medium  Large

Will alcohol be served?  Yes  No    # of Hours Alcohol will be served: \_\_\_\_\_

Exhibits:             Yes             No                      Gross Square Feet Required: \_\_\_\_\_

Would you like information on any of the following?

Golf Options  Team Building  Sightseeing Tours  Shuttle Service  Entertainment

How did you hear about us?

Internet  Word of Mouth  Tradeshow  Advertising  Sales Call  Direct Mail