



dotting the i's ,
crossing the t's

request for proposal

we will make every effort to reply to your request by your deadline date. if we need additional information we may need to contact you prior to delivering your proposal. Please submit responses to the following questions.

type of event

what type of event is being planned?

- corporate meeting
- executive session or meeting
- recognition/milestone celebration
- seminar or conference
- themed event or reception
- award ceremony or banquet

for private or other type of events, please specify type of event:

what is the name of your event?

provide a brief description of the event:

who is the target audience?

which event services are needed? (check all that apply)

- registration
- décor | centerpieces
- audio | visual services
- marketing & communications
- promotional items | gifts
- photographer | videographer
- entertainment, please specify type:
- none
- food & beverage
- tables | linens | chairs | rentals
- webcast services
- on-site business center & services
- graphic design | printing services
- shipping | material handling

for other event services, please specify:

guests

how many guests or participants are expected to attend?

- under 50
- 51-100
- 01-250
- 251-400
- 500+
- 1000+

which guest services are needed? (check all that apply)

- hotel accommodations | how many rooms?
- airport meet & greet | departure transportation
- group ground transportation
- none

for other guest services, please specify:

locations

which cities and/or states are being considered for your events? unknown? _____

is this the location flexible? yes no

what type of venue is preferred for this event? (check all that apply)

- hotel or resort
- convention center
- business location
- other, please specify _____
- theater | auditorium
- private home
- outdoor facility

dates

what date will the event begin? unknown? _____

1st choice _____

2nd choice _____

3rd choice _____

are these dates flexible? no yes

how many days/nights will the event continue? _____ days _____ nights

budget

what is your total estimated budget?

- under \$5,000
- \$5,000-\$10,000
- \$10,000-\$20,000
- \$20,000-\$35,000
- \$35,000 - \$50,000
- \$50,00 - \$100,000
- \$100,000+

deadlines

what is your deadline to receive our proposal?*

what is the estimated date a decision will be made to secure even planning services? _____

*required

comments

please provide additional comments on any topic above. _____

contact information

name* _____

company (if applicable) _____

e-mail* _____

phone number* _____

*required

send request for proposal to hello@madivents.com