

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?

- | | |
|--|--|
| <input type="checkbox"/> corporate meeting | <input type="checkbox"/> seminar or conference |
| <input type="checkbox"/> executive session or meeting | <input type="checkbox"/> themed event or reception |
| <input type="checkbox"/> recognition/milestone celebration | <input type="checkbox"/> 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)

- | | |
|--|---|
| <input type="checkbox"/> registration | <input type="checkbox"/> food & beverage |
| <input type="checkbox"/> décor centerpieces | <input type="checkbox"/> tables linens chairs rentals |
| <input type="checkbox"/> audio visual services | <input type="checkbox"/> webcast services |
| <input type="checkbox"/> marketing & communications | <input type="checkbox"/> on-site business center & services |
| <input type="checkbox"/> promotional items gifts | <input type="checkbox"/> graphic design printing services |
| <input type="checkbox"/> photographer videographer | <input type="checkbox"/> shipping material handling |

☐ entertainment, please specify type:

☐ none

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☐ theater | auditorium☐ convention center☐ private home☐ business location☐ outdoor facility☐ other, please specify**dates**

what date will the event begin?

☐ unknown?1st choice2nd choice3rd 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☐ \$35,000 - \$50,000☐ \$5,000-\$10,000☐ \$50,000 - \$100,000☐ \$10,000-\$20,000☐ \$100,000+☐ \$20,000-\$35,000**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