Organization Logo
Insert Title of Event
Request for Proposal
Due date: Insert desired date

Responses due to:
Insert contact information for the person who will be reviewing the proposals.

Overview:
Insert a high-level/brief overview of the program. Venues are most interested in hearing responses to these questions:

1. What is the focus of the program?
2. How long has the event been happening?
3. What's important to the group?

Here's an example:

The Innovative Leaders Program at the University of Alabama (USA) has been rotating at hotels across the country since 2007. This program is focused on cultivating international female entrepreneurs in technology and science. Last year at the Hotel Madeira this event had a record turnout of 500 attendees. USA has traditionally partnered with selected venues that are close to desirable tourist attractions, client focused, and known for top-notch service and delicious cuisine.

Desired date:
Insert all dates you will consider for this program. If you will only consider one set of dates, clearly articulate that in this document.

Here's an example:

For internal reasons, the dates for this program must be Oct. 1-Oct. 8. Venues with dates outside of this time frame will not be considered.

Sleeping room pattern:
As an example, below is a sleeping room grid which assumes that you will have 40 attendees staying for two nights.

Day One	40
Day Two	40
Day Three	Checkout is often noted as C/O

High-level agenda:
The example below assumes a two-day event. It is not necessary to list all of the details about your event but to highlight the critical details. Critical details for venues often include the date and type of space, as well as the manner in which you would like the space arranged and/or laid out.