

Request for Proposal

COMPANY & CONTACT OVERVIEW

(Type here an overview of the company)

Organization:

Department:

Address:

City/State:

Web site:

Contact:

Title:

Telephone:

Fax:

Email:

EVENT PROFILE

(Type here a description of the event.)

History:

<u>Year</u>	<u>Date</u>	<u>Hotel</u>	<u>City</u>	<u>Rate</u>
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EVENT SPECIFICATIONS

Post As:

Preferred Dates:

Alternate Dates:

Preferred Pattern:

Expected Attendance:

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FACILITY LOCATION REQUIREMENTS- 63 MILES FROM BNA 75 MILES FROM CHA

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-
-
-
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GUEST ROOM BLOCK- HOTEL ACCOMMODATIONS ARE SEPARATE FROM MCCCC / NOT DIRECT BOOKED.

<u>Room Type</u>	<u>Holiday Inn</u>	<u>Comfort Suites</u>	<u>LaQuinta</u>	<u>LX Hotel</u>	<u>Broken Banjo</u>	<u>Sleep Inn</u>
Single Kings	26	37	23	10		
Double Queens	38	35	42	29		
Suites	15	All	11	Total 4 2K/ 2Q		
ADA	1	5	5	2 King		

LX Hotel: King \$119.00, Double Queen \$139.00, Suites King \$179.00 and Double Queen Suites \$199.00

Total Room Nights:

Reservations: (rooming list or individual call-in)

Desired Rate:

Rebate:

Commission:

Billing:

(will direct bill be setup)

MEETING & FUNCTION SPACE REQUIREMENTS

Food & Beverage:

- F&B Budget:
- Meals
 - Breaks:
 - Food Allergen Meals- Must be preordered.

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Food and Beverage Details

DAY	EVENT	TIME	PEOPLE	Budget per person, per meal, per day include breaks or cocktail hour

Meeting Space Needs:

- ___ hour hold on main meeting room
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DAY	EVENT	TIME	PEOPLE	SETUP

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Audio Visual:

-
-

SPECIAL CONSIDERATIONS- MCCCC PARKING IS FREE

Hotel Rooms: (upgrades, comps, staff rooms)
Meeting Room Costs:
Audio Visual:
Wireless Internet:
Parking Needs:

TIMELINE

Submission to:
Proposals Due By:
Proposals reviewed:
Approx. Site Inspection:
Final Review:
Decision Date:
Key Decision Factors:

Request for Proposal

MCCCC.COM

MANCHESTER | COFFEE COUNTY
CONFERENCE CENTER

931.723.8283

The floor plan shows a central area with six salons labeled SALON A through SALON F. SALON A and SALON B are on the left, SALON C and SALON D are in the middle, and SALON E and SALON F are on the right. Above the salons is a KITCHEN. To the right of the salons is a vertical strip containing a MEN'S RESTROOM, WOMEN'S RESTROOM, PLANNING OFFICE, MANCHESTER BOARDROOM, and OFFICE. Below the salons is another horizontal strip containing a MEN'S RESTROOM, WOMEN'S RESTROOM, and EXECUTIVE BOARDROOM. The building's exterior is visible on the left, featuring the word 'MANCHESTER' in large, dark letters.

SCHEDULE YOUR EVENT TODAY!