

Request for Proposal

COMPANY & CONTACT OVERVIEW

Organization:
Address:
City/State:

Contact:
Title:
Telephone:
Email:

TIMELINE

Proposals Due By:
Decision Date:
Key Decision Factors:

EVENT PROFILE

(Type here a description of the event.)

History:

Year	Date	Hotel	City	Rate
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EVENT SPECIFICATIONS

Post As:
Preferred Dates:
Alternate Dates:

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

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

Room Type	Holiday Inn	Comfort Suites	LaQuinta	Sleep Inn	LX Hotel	Broken Banjo
Single Kings	26	37	23		10	
Double Queens	38	35	42		29	
Suites	15	All	11		4 Total 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

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SPECIAL CONSIDERATIONS-

MCCCC PARKING IS FREE

Audio Visual Budget:
Wireless Internet:
Parking Needs: