

Request for Proposal

COMPANY & CONTACT OVERVIEW

Organization: _____ Title: _____
 Contact: _____ City/State: _____
 Address: _____ Email: _____
 Telephone: _____

EVENT SPECIFICATIONS

Post As: _____
 Preferred Dates: _____ Alternate Dates: _____
 Location: _____ History: _____
 Decision Date: _____ Key Decision Factors: _____

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		Total 4 2Q/ 2K	
ADA	1	5	5		2 King	

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

Rebate: _____ Commission: _____

MEETING & FUNCTION SPACE REQUIREMENTS- MCCCC PARKING IS FREE

- F&B Budget (per person, per meal, per day, include breaks and cocktail hour etc.):
- ___ Hour Hold
- Meeting Room Rental

DAY	EVENT	TIME	PEOPLE	SETUP

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SPECIAL CONSIDERATIONS- 63 MILES FROM BNA 75 MILES FROM CHA

Audio Visual Budget:
Wireless Internet:
Parking Needs: