



GOLD COAST

RFP TEMPLATE

EXPERIENCE
GOLDCOAST.TM

Event Overview	
Official Event Name	
Organisation	
Event Key Contact	
Event History /Previous destinations	
Competing destinations?	
What are your event goals or key success measures?	

Event Details			
Preferred Start Date		Preferred End Date	
Is this flexible?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# Attendees expected			

Venue Requirements	
Conference Plenary	<input type="checkbox"/> Cabaret <input type="checkbox"/> Banquet <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Other
Expected Plenary numbers?	
Breakout Rooms, # and pax?	
Set up type?	<input type="checkbox"/> Cabaret <input type="checkbox"/> Banquet <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Other
Can plenary be used as breakout?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Catering	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day <input type="checkbox"/> Other
Exhibition Space –Eg. 20 (3m x 3m)/ 3 Custom	
Exhibition Space – Booth type (e.g., 3x3m, Trestle)	

Conference Program

Program schedule

Please provide a draft program schedule or outline, including daily start/end times, breaks, and social functions.

Social Events

Welcome Reception – Date and

Reception preference

☐ Onsite ☐ Offsite

Style of Event

☐ Cocktail ☐ Banquet ☐ Other

F & B Requirements

☐ Food stations ☐ 3 course ☐ Beverage package ☐ Paid on consumption ☐ Other

Gala Dinner – Date and

Gala Dinner preference

☐ Onsite ☐ Offsite

Style of Event

☐ Cocktail ☐ Banquet ☐ Other

F & B Requirements

☐ Food stations ☐ 3 course ☐ Beverage package ☐ Paid on consumption ☐ Other

Accommodation

Preferred star rating:

☐ 3★ ☐ 4★ ☐ 5★

Approximate number of rooms needed?

Will delegates book and pay individually?

☐ Yes ☐ No

Do you require commissionable rates?

☐ Yes ☐ No

**THANK YOU FOR CONSIDERING THE GOLD COAST FOR YOUR UPCOMING
BUSINESS EVENT! WE'RE SO EXCITED ABOUT THE OPPORTUNITY TO
HOST YOU AND HELP MAKE YOUR EVENT A SUCCESS.**