

REQUEST FOR PROPOSAL

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| Client Name <i>Company Full Name</i> | |
| Agent Company Name/Contact <i>Remarks: If this lead come from an agent</i> <ul style="list-style-type: none">- Company Full Name- Location | |
| Company Website | |
| Event Name <i>Official/Full Event Name</i> | |
| Proposed Travel Date/ Month <i>Departure and return dates, any specific brief on days of the week for travel, i.e. not over a weekend?</i> | |
| Number of expected delegates <i>Please provide a realistic delegate number or range (not including company staff)</i> | |
| Nights <i>Number of nights of accommodation potentially required per delegate</i> (2-night minimum) | |
| One group/by waves <i>Will the group be arriving together or in a number of waves? How many waves over what period?</i> | |
| Australian destination/s bidding? | |
| Competitors <i>What countries is Australia bidding against?</i> | |
| Group Profile <i>Gender and age</i> | |
| Accommodation <i>Twin Share / Single</i> <i>3-, 4- or 5-Star Hotel preference</i> | |
| Gala Dinner | |

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| Type of event, number of guests, nature of the event (Note- Mandatory for Dinner or Meeting) | |
| Seminars/Conferences Nature, duration, size and number of events the group will participate in. (Note- Mandatory for Dinner or Meeting) | |
| Other Program inclusions | |
| Team Building Activities Remarks: Please indicate the brief on activities or requirements | |
| Past destinations and group sizes What destinations have been used historically and the size of past groups. | |
| Bidding process and decision date | |
| Special Requests Remarks: Please provide any other intel or information to help prepare the proposal | |

Terms and Conditions:

- Group size between 70 to 250 people with a minimum of 2-night stay on the Gold Coast
- Gold Coast itinerary must include a formal meeting or function
- Accommodation and Experiences must be with Experience Gold Coast Partners
 - [Find a Supplier - Website](#)
 - [Meeting Planners Guide](#)
- Event must be delivered by 30 June 2027
- Funding offered until exhausted
- Funding paid, 90 days post event based on the below information provided to Experience Gold Coast:
 - Provide final itinerary
 - Room list for final delegate numbers for accommodation
 - Invoices to be provided from:
 - Experiences
 - Transportation
 - Hotel Accommodation
 - Function or Meeting

Please email your completed form to us [here](#).