

EXPERIENCE  
**GOLDCOAST**<sup>™</sup>

REQUEST FOR PROPOSAL



## 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?

Yes No

Number of attendees expected

## VENUE REQUIREMENTS

Conference Plenary

Cabaret Banquet Theatre Classroom Other

Expected Plenary numbers?

Breakout Rooms, # and pax?

Set up type?

Cabaret Banquet Theatre Classroom Other

Can plenary be used as breakout?

Yes No

Catering

Full Day Half Day Other

Exhibition Space Eg. 20 (3<sup>m</sup> x 3<sup>m</sup>)/ 3 Custom

Exhibition Space – Booth type (e.g., 3x3<sup>m</sup>, 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
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Style of Event	Cocktail	Banquet	Other
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F & B Requirements	Food stations	3 course	Beverage package
	Paid on consumption	Other	

Gala Dinner – Date and #	Gala Dinner preference	Onsite	Offsite
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Style of Event	Cocktail	Banquet	Other
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F & B Requirements	Food stations	3 course	Beverage package
	Paid on consumption	Other	

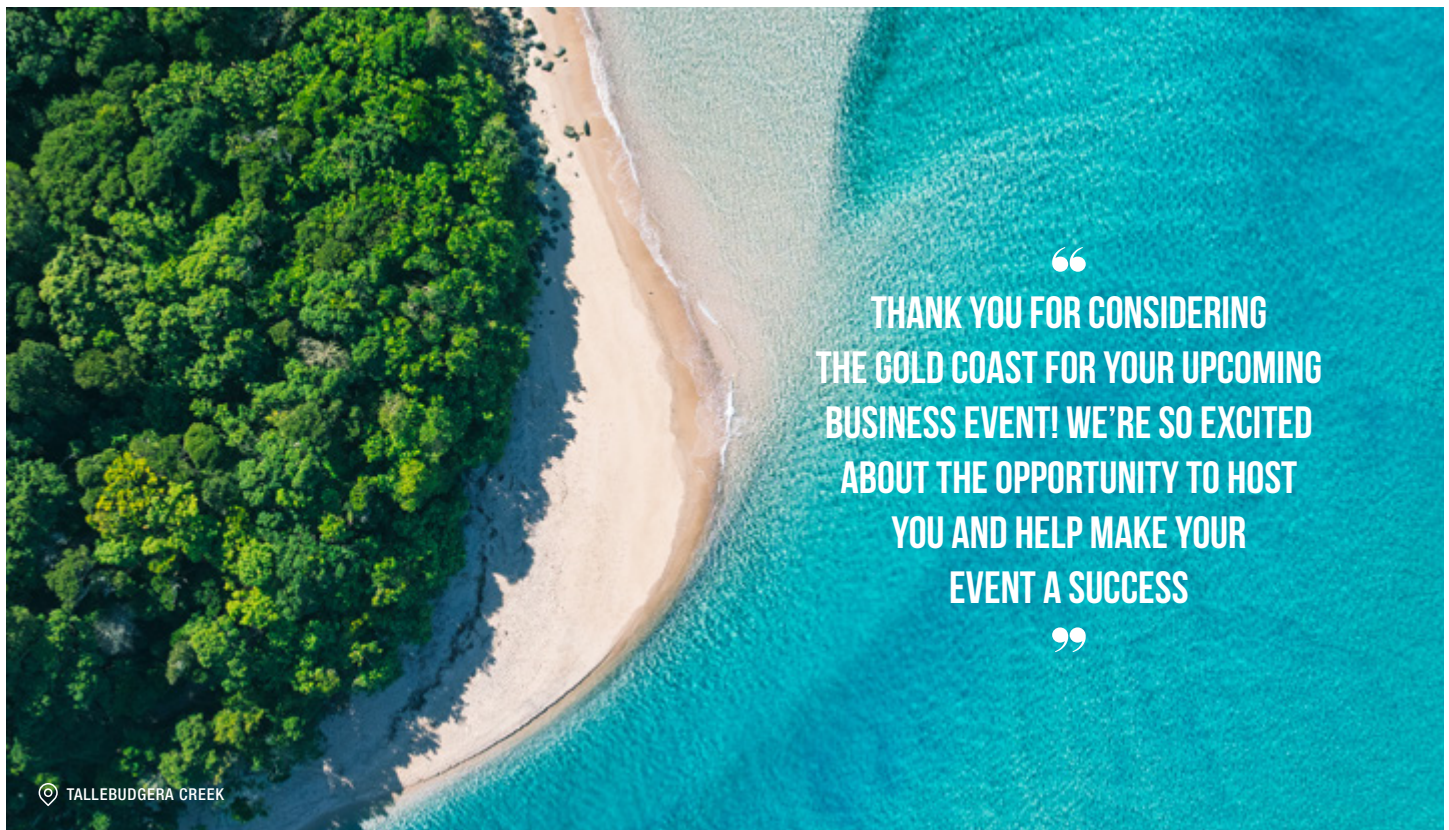
## ACCOMMODATION

Preferred star rating	3 Star	4 Star	5 Star
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Approximate number of rooms needed?			
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Will delegates book and pay individually?	Yes	No
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Do you require commissionable rates?	Yes	No
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TALLEBUDGERA CREEK