

## REQUEST FOR PROPOSAL

<b>Official Event Name</b>			
<b>Organisation</b>			
<b>Event Key Contact Details</b>			
<b>Format (How would you like the proposals submitted?)</b>			
<b>Event History/Previous Destinations</b>			
<b>Destinations</b>			
Is the event confirmed to the Gold Coast or are you considering other destinations? Please specify			
<b>Venues</b>			
Have you already contacted any Gold Coast venues?			
<b>Event Objectives and Additional Notes</b>			
Specific venue requirements / venues not interested in visiting / funding expectation / site inspection requirements			
<b>Event Dates</b>			
Preferred Start Date		Preferred End Date	
Alternative Start Dates	1. 2. 3	Alternative End Dates	1. 2. 3.
<b>Attendee Information</b>			
Delegate Numbers expected			
Delegate Origin			
<b>Event Requirements</b>			
Conference Plenary	Number of delegates, AV requirements, set up style		
Catering	Full/half day delegate package, sit down or working lunch		
Program Timings			
Exhibition Requirements			
Additional Requirements	Breakout rooms, speakers room, secretariat, registration areas		

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Social Events	
Day / Date	
Onsite or offsite + specific venue requirements (outdoors / non-hotel etc.)	
Style of event (cocktail / banquet etc.)	
Budget	
AV & Theming	
F & B Requirements	
Preferred distance from venue	

Accommodation	
Specific Requirements/ Star Rating	
Room Block Requirements (How many rooms required & are rooms booked and paid for by organisation or delegates?)	

Do you require information on any additional services?
Exhibition services, theming companies, transport, entertainment providers, pre and post touring options etc.

Additional Information