

RFP Template

Use our example RFP template below to get started:

Request for Proposal (RFP)

Company Event: Annual Team Meeting

Contact Information:

Event Overview: Acme Corporation is requesting proposals for a group hotel booking including guest rooms and meeting space. The event will accommodate 35 participants for a three-night stay in August, with one full-day meeting.

Dates: Preferred Dates: August 13–16, 2025 (Tuesday–Friday)

Flexibility:

- Open to shifting dates within the week (Monday–Thursday or Wednesday–Saturday).
 - Open to alternate weeks in August (week of August 6 or August 20).
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Guest Room Block:

- 35 individual guest rooms (single occupancy, standard rooms fine)
 - Check-in: August 13, 2025
 - Check-out: August 16, 2025
 - Total Room Nights: 105
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Meeting Space Requirements:

- Full-day meeting on August 14, 2025 (8:00 AM – 5:00 PM)
- Room setup: Classroom style for 35 participants, equipped with AV (projector, screen, microphones)

- Natural light strongly preferred (windows in meeting space)
 - Dedicated break-out area adjacent or nearby meeting space for refreshments
 - Lunch space: Preferably separate but adjacent or convenient location
 - All meeting spaces on one floor
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Hot Buttons:

- Preference for hotels with a vibrant atmosphere ("vibey hotels")
 - Strong emphasis on natural light in meeting spaces
 - Convenient elevator access
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Requested Concessions:

- Complimentary high-speed Wi-Fi for guestrooms and meeting spaces
 - Room upgrades for VIP guests (5 upgrades)
 - Discounted or complimentary meeting space rental based on guestroom pick-up
 - Staff rooms at reduced rates (2 rooms)
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Search Parameters:

- Focused location search: New York City only
 - Decision and booking timeline: Decision to be made by June 15, 2025
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Event History:

- This is an annual event.
 - Previous locations:
 - 2023: Boston, MA – 30 participants, 90 total room nights
 - 2024: Philadelphia, PA – 32 participants, 96 total room nights
 - Growth: Participant count has increased steadily each year due to company expansion. Anticipating further growth next year.
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Proposal Submission:

- Please submit proposals including detailed pricing, availability, concessions, and any additional information relevant by June 5, 2025.
- Send submissions to: [email]

We look forward to your detailed proposal. Thank you in advance!