

REQUEST FOR PROPOSAL

EVENT OVERVIEW

Who, What, Why

RFP OVERVIEW

RFP Name	Area 26 Assembly
Response Due Date	Date you want venue to response usually 3 days to one month
Decision Date	Date we (the group conscience will decide what to do (accept proposal or not)
RFP Type	What we are requesting, event Space, guest rooms, F&B, AV support, etc.
Decision Factors	What is important to our decision to accept? Dates, prices of meeting space, room, or coffee; parking, location, etc.(selling points)
Billing Information	How we will pay, currently by check (could be Centrally Billed in future)
Concessions/ Contractual Requirements	<ul style="list-style-type: none"> • 2- Week Cutoff (room book) (these are examples) • 20% Allowable Attrition • Complimentary Parking • Waived load-in/load-out fees • Waived outside AV Fee • Complimentary basic Wi-Fi in guestrooms, public areas, conference/meeting areas • 20% Discount on inhouse AV Needs • 20% Food and Beverage Discount
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GROUP OVERVIEW

Organization Name	Area 26 Alcoholics Anonymous
Conference Name	Area Assembly
Address	PO box
Number of Events per Year	4
Average Size	100-150 persons
Who We Are	501c3 service organization coordinating services for state A.A.

CONTACTS

Contract Signer	Who will sign contract?
Decision Maker (s)	Who is decision maker that will work with venue?

ROOM BLOCK

Date Pattern:

- Friday-Sunday (No flexibility)
 - Preferred Date
 - Alternate Date 1
 - Alternate Date 2

Day/Pattern	Friday	Saturday	Sunday
Totals	10	20	0

- All rooms individually booked individual pays on own

OR (future maybe)

- Appx 30 % rooming list- staff/VIPS, etc. Billed to the Master Account
- Appx 70% Individual weblink and call-in- Individual Pays Own
 - One night deposit due at time of reservation for IPO

MEETING SPECIFICATIONS

If possible, the meeting place should be at a location easily accessible to visiting attendees and fairly close to the host hotel(s) if the hotel doesn't have adequate meeting space.

Host Hotel/ Facility Needs: **(needs refinement after host guidelines edited)**

- a. Use of the facility from 7:00 AM Saturday morning through 3:00 PM Sunday afternoon
(For set-up purposes it is helpful, but not required, to have access to the facility on Friday evenings from 6:00-8:00)
- b. General Sessions Space to accommodate seating/tables for 150 – 200 people
- i. General Session space needs:
 1. Two small tables available with power for the Treasurer and Registrar.
 2. Head table (approx.16-18') with seating for four and power available
- c. Registration area outside of the main room that will have tables available for registration and flyers.
- d. Either in the main room or registration Area, 10 tables available for our Standing Committee displays.
- e. Breakout rooms available as follows:
 - i. Saturday from 9:00 AM – 10:15 AM
 1. DCM Meeting – Seating for 35-50
 2. Welcome to Service – Seating for 75-100
(Main room can be used if necessary)
 - ii. Saturday from 10:00 AM – Noon
 1. Six (6) break outs-
 - 4 to accommodate 15-20 people
 - 1 to accommodate 20-30 people
 - 1 to accommodate 35-50 people

3. Food / Beverage (request will vary depending on venue, requirement for F&B, and our needs and budget). Often other arrangements are made such as an offsite BBQ or picnic, lunch on own locally, etc.

If allowed, it is desirable to make our own coffee and the host district ask groups to borrow coffee makers and purchase supplies. If not below are some examples for RFP.

- a. All Day Coffee Break for 100 people Saturday.
- b. Half Day Coffee Break For 100 People Sunday
- c. Continental breakfast for 50 people Saturday and Sunday mornings 8:00am- 8:45am
- d. Lunch on Saturday
- e. Break Sunday around noon (sweet and salty snacks)

*All F&B Spend based upon availability/ budget and expected time for the agenda. Please provide cost per person and per item if available.