

HOTEL SELECTION

At least one year prior to the meeting, a Request for Proposal should be sent to hotel(s) that could accommodate the preferred dates, meeting space, breakout rooms, dining and special meeting facilities. The final venue is approved by the Executive Committee.

- 1) The Site must be able to accommodate the requirements as discussed with the State President or President-Elect, e.g,
 - Meeting space for general session, workshops and committee meetings
 - Sleeping rooms for attendees
 - Handicap Accessible
 - Dining area for all meals
 - Audio Visual – wifi, screens, Projector, microphones
 - Memorial Service (conference only)
- 2) Request from the Hotel a Contract to be sent to President Elect/ President and Chair
- 3) Arrange with the hotel
 - Space for the Registration table(s) (see Registration Committee)
 - Meeting Space and set-up (see On-site Committee)
 - Space for Vendor tables (see Vendor committee)
 - Meals dining room (see Entertainment/Dining Committee)
 - Audio-Visual Equipment (see On-site committee)
- 4) Using schedule from President-Elect/President, develop a meeting room assignment list showing time, room name, purpose, required setup, number of people per room, name of hotel contact person. This list should be given to the on-site coordinator

Exhibits and Worksheets included in Toolkit

TK 3.07a – Request for Proposal (RFP) sample for soliciting hotel bids

Frequently Asked Questions

There are some items that may be hidden costs that Meetings Committee, Chairs and the President Elect or President will need to address at site visits and prior to the signing of any contracts. While policies can vary from venue to venue, knowing up front anything that could be costly to the organization at the time of final payment is a critical element in planning and budgeting for meetings.

Q: What is the tax rate and gratuity-service charges for meals?

This percentage (usually as high as 28%) is added by the venue on top of meal cost quotes. It is important (sales tax rates vary by county) to determine what NYS Women Inc. charges members and assure the budget reflects actual costs.

Q: What are the bartender fees for Cash Bar?

Most hotels charge for in-meeting room bartenders--fees can range from zero to \$200.00 depending on the time the bar is staffed/and or bar sales. Definitions: Cash Bar-customers pay for their own drinks. Open Bar-cost is charged to NYS Women Inc. bill. Inform members the correct type bar (if any) that will be set up.

Q: What is attrition?

For meeting planning purposes it means the amount a hotel/venue will charge NYS Women Inc. for signed contract minimum numbers (i.e.: rooms sold, food counts, and/or other) are not met.

Care should be taken not to over commit on attendee numbers, meal counts and/or rooms unused.

Q: How are “room nights” calculated?

It is commonly the number of rooms (not the numbers of attendees) sold for each night that is the meeting/conference “room nights” commitment. When calculating the expected number of rooms, do not over-estimate the number of rooms in the contract. Clarify the hotel’s calculation and cancellation policies and ask if additional rooms (if needed) can be added to the block at blocked room pricing.

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