



REQUEST FOR PROPOSAL

New York State Women, Inc.

Background

The New York State Women, Inc. are planning to hold Conference, Board meeting _____
_____ in your area.

Date: is tentatively set for _____
Friday evening, all day Saturday, Sunday Morning

Number: of Attendees 75 to 100 people

We invite you to submit a proposal at your earliest convenience to the attention of
_____, NYS Women, Inc. President Elect

Address, or email [address](#)

If you have any questions about the proposal, please call me at telephone of contact person

Sincerely,

Name of Meeting Chair / contact

Please submit prices for the following:

Sleeping Rooms

1) Room Rate

- rate for early (Thursday) arrival (anticipate 5-7 rooms)
- rate for Friday and Saturday (anticipate 30 – 50 rooms)
- rate for Suite (s)

2) Number of rooms that may be held and the date of expected release without incurring penalty charges

3) Number of handicap accessible rooms

Food

4) Individual meal rates

- Breakfast –
- Lunch –
- Dinner –

5) Miscellaneous food items

- Breaks – rate for mid-morning coffee / tea
- Breaks – with snack / fruit
- Cash Bar – pre-dinner

Package Rate

6) If a 'package rate' can be offered, please include in your proposal, one rate inclusive of all sleeping rooms, meals, gratuities and taxes. The Package would include:

Lodging – for 2 nights (Friday and Saturday)

Meals - 2 Breakfasts (Saturday / Sunday) 1 lunch (Saturday), 1 dinner (Saturday).

The rates would be calculated for single, double and triple occupancy

Meeting Rooms

7) Rate for Meeting Rooms

Tentatively would be required for:

Large Banquet Room (s)

Friday - Evening meeting (8:00 p.m. – 11:00 p.m.)

Saturday – Meetings (from 9:00 a.m. to 5:00 p.m.) Breakfast Lunch

Saturday - Dinner (from 6:00 p.m. to 10:00 p.m.)

Sunday – Meetings (from 9:00a.m. – 1:00 p.m.) Breakfast

Break Out Rooms (possibly 4 required)

Friday – pre-event meetings (8:00am – 5:00pm)

Saturday – workshops / meetings (8:00am – 5:00pm)

Sunday – meetings (8:00am – 12noon)

- a) Please provide price rate if # person guarantee
and if less than minimum guarantee
- b) Please provide price rate if room used for meals vs. meeting

8) Charges for room set-ups and changes

Room set-ups are classroom for meetings and round table for meals

9) Registration and Vendor tables

Rate per table

Estimate requiring 6 – 12 tables, 6' tables, 2-4 with access to electric

10) A/V Equipment – Rate for the following items:

LCD Projector

Overhead Projector

Screen

Microphone (will require 3: 1 at podium and 2 with floor stands)

Podium

Flip Charts and markers

Miscellaneous

11) Amount of deposit due at signing

12) Complimentary options

As you know you will be competing for this conference with other hotels. Please include whatever Complimentary options you feel your hotel can provide as a possible incentive for the second round in this procedure.

As an idea, items in past contracts have been such things as complimentary suite for the President, cocktail hours or coffee breaks, vendor table charges, AV equipment, meeting rooms. These are just a few that have been used in various contracts, you should feel free to promote whatever you feel is necessary.