

# Proposal Request Form

THIS FORM IS DESIGNED TO HELP US PLAN AND EXECUTE YOUR EVENT TO PERFECTION. PLEASE COMPLETE ALL RELEVANT AREAS – THANK YOU.

<i>Date of Request:</i>							
<i>Company:</i>							
<i>Requested by:</i>							
<i>Email:</i>							
<i>Telephone:</i>					<i>Fax:</i>		
<i>City:</i>					<i>Country:</i>		
<b>1. EVENT</b>							
<b>GROUP NAME</b>							
<i>Estimated Dates:</i>		<i>From</i>		<i>To</i>		<i>Month</i>	
						<i>Year</i>	<i>Nights</i>
<i>Number of Participants</i>				<i>Approximate Age</i>			<i>Others</i>
<i>Group Background</i>							
<i>Approximate Budget</i>							
<i>Language</i>		<i>Country of Origin</i>			<i>With Tour Leaders</i>		
<b>2 – TYPE OF EVENT</b>							
<i>Meeting</i>				<i>Incentive</i>			
						<i>Congress</i>	
<i>Convention</i>				<i>Vacation</i>			
						<i>Other</i>	
<b>3 . HOTEL DETAILS</b>							
<i>Quote for Hotel</i>	<i>Yes</i>		<i>No</i>		<i>Hotel Category</i>		<i>Location of Hotel</i>
<i>Number of Rooms</i>				<i>Triples</i>			<i>City</i>
				<i>Other</i>			<i>Mountains</i>
<i>Singles</i>						<i>Beach</i>	<i>Other</i>
<i>Doubles</i>						<i>Resort</i>	<i>Cabins</i>
<b>4 . MEALS</b>							
<i>All Inclusive</i>				<i>Coffee Breaks</i>			
						<i>Specials</i>	
<i>Breakfast</i>				<i>Cocktails</i>			
<i>Lunch</i>				<i>Snacks</i>			
<i>Dinner</i>				<i>Gala Dinner</i>		<i>Meals in or out of Hotel</i>	
<b>5 . ENTERTAINMENT</b>							
<i>Welcome Cocktail</i>					<i>Other:</i>		
<i>Theme Dinners</i>							
<i>Farewell Dinner</i>							
<b>6 . GROUP INTERESTS</b>							
<i>Sports</i>					<i>Nature</i>		
<i>Culture</i>					<i>Team Building</i>		
<i>Shopping</i>					<i>Other</i>		
<i>Adventure</i>							
<b>7 . HOSPITALITY</b>							
<i>Airport Desk</i>					<i>Other:</i>		
<i>Hotel Desk</i>							
<i>Throughout Event</i>							

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8 . MEETING ROOMS			
<i>In Hotel</i>		<i>Convention Center</i>	
<i>Number of Rooms</i>		<i>Type of Setup</i>	
<i>Capacity</i>			
<i>Audio-visual Equipment</i>			
9 . TRANSFERS			
<i>Airport / Hotel</i>		<i>Hotel / Airport</i>	<i>Other:</i>
<i>Bus</i>		<i>Limousine</i>	
<i>Vans</i>		<i>Coaster</i>	
10 . GIFTS / SOUVENIRS / PRIZES			
<i>Please quote for us:</i>			<i>Budget:</i>
11 . BRIEF DESCRIPTION OF PROGRAM			
12. COMPETING WITH ANOTHER COUNTRY			
13. ANSWER AND QUOTATION			
<i>Send the quotation to the attention of:</i>		<i>Cut-off date for sending quotation:</i>	
14. NOTES OR OTHER INFORMATION			

**Upon completion, please fax back on +44 871 433 6340**