



This sample RFP is to serve as a guide when filling out the blank RFP form found on this web site. The sample RFP contains all of the completed information that is required on the blank RFP form. The RFP will contain all of the relevant information that our property will need to offer your group a proposal for your stay. If you still have questions, please call or e-mail the Sales and Marketing Team at Pacific Beach Resort and Conference center.

PACIFIC BEACH RESORT AND CONFERENCE CENTER

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**SAMPLE RFP**  
(Request For Proposal)

Contact:

Sheridan Smith  
16 Maple Lane  
Anytown, Virginia 55555  
e-mail: [share@nngov.com](mailto:share@nngov.com)  
Phone: (757) 555-5555                      FAX: (757) 555-5555

Date(s) Needed For Conference/Event:

- May 13-16, 2005

Room Block Pattern:

- Thursday through Sunday

Meeting Agenda:

Day 1	
Registration	1 p.m. to 6 p.m.
Wine & Cheese Reception	6 p.m. to 8 p.m.
Hospitality Room	8 p.m. to 12 a.m.
Day 2	
Hospitality Room	9 a.m. to 12 a.m.
General Session	9 a.m. to 12 p.m.
Breakout Sessions	2 p.m. to 4 p.m.
Off-Site Touring	10 a.m. to 4 p.m.
Board Meeting	7 p.m. to 8:30 p.m.
Day 3	
Hospitality Room	9 a.m. to 12 a.m.
Breakout Sessions	9 a.m. to 4 p.m.
Off-Site Touring	10 a.m. to 4 p.m.
Farewell Dinner	7 p.m. to 10 p.m.

Attendance: 120 pp

Room Block:

Day 1	Day 2	Day 3	Day 4
39	39	39	Check-out

Total Room Block: 117 Total Room Nights

Rate Range: \$0.00 - \$99.00 per night

Please list all rooms in proposal

Rate is honored 3 days before and 3 days after conference dates

Number of Handicapped Rooms Needed: 2 rooms

Audio Visual Requirements:

- Microphone
- VCR & Monitor

Event Theme/Color choices:

- Navy/white

Meeting Space Requirements and Set Up:

Day 1

Registration	1 p.m. to 6 p.m.	Table & 3 chairs
Wine & Cheese Reception	6 p.m. to 8 p.m.	Cash Bar 120 pp
Hospitality Room	8 p.m. to 12 a.m.	Cash Bar

Day 2

General Session	9 a.m. to 12 p.m.	Theater style, podium Microphone VCR & Monitor 65 pp
Breakout Sessions (3 rooms)	2 p.m. to 4 p.m.	3 tables of 6 (each room)
Hospitality Room	9 a.m. to 12 a.m.	Coffee, tea & water Cash Bar: 7 pm-12 am

Day 3

Breakout Sessions (3 rooms)	9 a.m. to 4 p.m. (Lunch on own 12-1)	3 tables of 6 (each room)
Farewell Banquet	7 p.m. to 10 p.m.	Banquet style 80 pp Linen color navy/white Podium/Microphone
Hospitality Room	9 a.m. to 12 a.m.	Coffee, tea and water Cash bar 10 pm-12 am

Food & Beverage Budget & Setup:

- Please send amounts for food and beverages
- All prices listed should be all inclusive

Day 1

Wine & Cheese Reception	6 p.m. to 8 p.m.	Cash Bar 120 pp \$12 per person
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Day 3

Farewell Dinner	7 p.m. to 10 p.m.	Rounds of 6 80 pp Head Table Plated Menu Podium/Microphone \$28.00 per person
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Special Requests/Instruction:

Comp Policy:

- 1/30 comp rooms (One free room per 30 picked up)

History: (Past 3 Years)

- 2004 Alexandria, VA Holiday Inn \$99  
Total Room Pick up: 175
- 2003 Roanoke, VA Ramada \$89 120 pp  
Total Room Pick up: 195
- 2002 Richmond Hilton \$85 110 pp  
Total Room Pick up: 175
- 2001 Norfolk, VA Sheraton \$85 100 pp  
Total Room Pick up: 170

Decision Date:

- May 2004

Decision Process:

- Board votes on conference location within specified region

Action:

- Please send proposals with rates and menus directly to planner.

**Definitions Of RFP Terms:**

- RFP: Request For Proposal
- Rounds of 6: Number of seats set at a table for a meal function
- Head Table: A rectangular table set at the front of a banquet room. Usually the board or special guests sit at this table
- Comp Policy: Based on the number of rooms conference picks up, the hotel will give certain concessions
- Room Block: Number of rooms blocked (needed) each night
- Rate Range: The room rate the group is willing to pay