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**Reunion Request for Proposal (RFP) Form**

**STEP 1:** Please complete this form and return to reunions@atlanta.net. Once received, we’ll share your information with the best hotels that meet your reunion needs.

**STEP 2:** Hotels will contact you with rates and availability and work with you directly throughout the planning process.

**STEP 3:** Once you sign a contract with a hotel, please notify us via email. This may qualify you for complimentary brochures and other services (e-coupons, photos, and videos).

**Please complete information below**

# Contact Name:

# Contact Mailing Address:

Contact City, St Zip:

# Contact Phone:

# Contact Email:

# Reunion Name: *(Please list desired reunion name)*

Preferred Dates:

*(Please include year)*

Alternate Dates:

*(Providing alternate dates may help your group get a better rate and avoid other conventions. If you are not flexible at*

*all, please say: DATES SET)*

Total Attendance:

Frequency:

*(Please tell us if your reunion is Annual, Every 2 or 3 years, or Varies.)*

Competing Cities:

*(Are you considering other cities besides Atlanta for this reunion?)*

Who makes the final decision on the hotel?

*(Committee or Client)*

What date do you need proposals from the hotels?

*(We normally give 5 business days for hotels to respond.)*

Please specify what date will you sign a contract to secure a hotel:

Room Block (please break down by day)

*(Group discounts begin at 10 rooms per night. Hotels usually can accommodate 4 ppl per room. If you sign a*

*contract for rooms you do not use, the hotel may hold you accountable. Please give your most realistic estimate.)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DAY | Wed | Thur | Fri | Sat | Sun | Mon | Tues |
| # of Rooms |  |  |  |  |  |  |  |

Food & Beverage Program:

 *(EXAMPLE: Saturday, Meet & Greet, 50 ppl, Light appetizers )*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **Name of Function****(Meet & Greet, Banquet, etc.)** | **Number of People** | **Type of Meal****(e.g. Plated or Buffet or Appetizers)** | **Location****(Hotel or Park or Offsite)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

History/Future: (*List the city and hotel for last 2-3 years*.)

*(Where was your reunion held previously: EXAMPLE: 2009, Las Vegas, NV, Hilton, $119)*

Year, Hotel, City, State, Rate Paid

Desired Sleeping Room Rate Range:

Areas of the city that you are able to consider?

*(Downtown, Midtown, Buckhead, Airport, Suburbs or NOT SURE. If you want to be by a specific attraction say: Aquarium)*

Please list any other special requests/considerations that may make a difference.

*(Pool, Airport Shuttle, Parking, ADA rooms, etc.)*

Please list any local attractions you are interested in receiving information from:

# \*PLEASE RETURN THIS FORM TO:

# Atlanta Reunions

# Atlanta Convention & Visitors Bureau

**reunions@atlanta.net**

**For full planning assistance, please visit our Reunion Planning website at:** [**www.atlanta.net/reunions.**](http://www.atlanta.net/reunions)

Please direct any questions to: 404-521-6622