**Submit an RFP**

Top of Form



\* Denotes required field

|  |  |
| --- | --- |
| **Planner Information:** | |
| \*First Name |  |
| \*Last Name |  |
| \*Company |  |
| Title |  |
| \*Address 1 |  |
| Address 2 |  |
| \*City |  |
| \*State/Province |  |
| \*ZIP/Postal Code |  |
| Country |  |
| \*Phone |  |
| Fax |  |
| \*Email |  |
| \*Verify Email |  |
| Website |  |
|  | |
|  | |
| **Meeting Information:** | |
| If you have existing documents outlining the specs for your meeting or event and would prefer to upload your documents instead of completing our online form, please do so here. Preferred File Formats: .pdf, .doc, .docx, .xls, .xlsx | |
| Upload File |  |
| \*Meeting Name |  |
| Prefered Start Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Prefered End Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Arrival Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Departure Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Decision Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Proposal Deadline | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Attendance |  |
| Yes, my meeting dates are flexible | |
| **Alternate Meeting Dates** | |
| Priority 1 Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Priority 2 Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| Priority 3 Date | / / http://app.gaslightmedia.com/assets/icons/calendar.png |
| **Days and Number of Rooms Needed:** | |
|  | |
| **What are the key factors in choosing your destination?** | |
|  | |
|  |  |
| **Other Information** | |
| Meeting/Event Agenda: Please describe your event agenda in detail, including meetings and food and beverage needs, or upload your existing agenda document.  Preferred File Formats: .pdf, .doc, .docx, .xls, .xlsx | |
| Upload File |  |
| Meeting Room Needs | |
| Yes, has Exhibits | |
| Exhibit Specifications | |
| Comments/Additional Requirements | |
| **Meeting History** | |
| Other Cities Being Considered |  |
| **Past Three Locations** | |
| Meeting City |  |
| Meeting Start Date |  |
| Meeting End Date |  |
| Headquarter Hotel |  |
| Total Room Nights |  |
| Peak Rooms |  |
| History Comments |  |
| Meeting City |  |
| Meeting Start Date |  |
| Meeting End Date |  |
| Headquarter Hotel |  |
| Total Room Nights |  |
| Peak Rooms |  |
| History Comments |  |
| Meeting City |  |
| Meeting Start Date |  |
| Meeting End Date |  |
| Headquarter Hotel |  |
| Total Room Nights |  |
| Peak Rooms |  |
| History Comments |  |

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