

REQUEST FOR PROPOSAL

ACCOMODATION ONLY



CONTACT DETAILS

Company name	
Key contact	
Phone number	
Email	
PCO Association member number	
Note accreditation details of certified members	
Name of your national account manager	

EVENT AND HISTORY

What is the event name?
What are the proposed dates for the event?
What is your relationship with ultimate client? (PCO, agent, committee member, event owner)
Is this confirmed business for the PCO? If not, please outline the request status.
Please name the event owner If known.
What is deadline for return of proposal?
How many times has it been run before?
Where was the last meeting?

How many room nights were booked?

Did your firm manage the event in the past?

What % of delegates used the registration system to book their accommodation?

THE BASIC'S

What destinations are being considered?

Where are guests coming from? (If known i.e. international / domestic). If domestic guests, are they from major cities / regional areas? What is the percentage split?

Are the dates flexible or 100% confirmed?
Is the client willing to move dates if it allows for significant savings?

What fundamental items are expected by guests within the hotel (e.g.; Wi-Fi, car parking, quiet rooms, hotel star rating)?

If a conference, how many days before the start of the event will the early bird deadline be? e.g; 120, 90, 60, 30?

If a conference, what percentage of registrations will take place in the early bird week?

ACCOMMODATION

Is a commissionable accommodation rate required?

Accommodation types the PCO / Association are requesting proposals for (i.e. luxury, budget, self-catering etc.)

What is the minimum block size required?

Are you using any other third party methods to direct accommodation to the venue, and if so, describe?

Do you expect delegates who book direct with the hotel to be counted as part of the room block and to generate commission?

Is booking accommodation with the PCO mandatory? If not, what will help increase direct bookings with the PCO?

Do you allow individual guests to collect member reward points for their stay?

POINTS OF DIFFERENCE – INDICATE INTEREST

Historically are multiple types of accommodation offered to delegates, if yes, please describe?

Will you have a lead accommodation provider/Headquarter hotel, and if so, will you be able to confirm the rooms needed for VIP's, Association Board members, organizers / staff, or exhibitors at time of contracting? What are the requirements of the Headquarter hotel?

Do you require a site inspection?

ACCOMMODATION BLOCK *Please insert number of rooms required

Room Type	Day 1*	Day 2*	Day 3*	Day 4*