

REQUEST FOR PROPOSAL

RESIDENTIAL CONFERENCE AND ACCOMMODATION



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 delegates have attended in the past?

How many room nights were booked?

What numbers are expected for this conference?

Did your firm manage the event in the past?

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

DELEGATE INSIGHTS

What % will travel to the conference unaccompanied?

Describe a typical delegate?

Describe typical delegate spending pattern – e.g. funded or unfunded to attend the meeting

THE BASIC'S

What is the purpose of the event?

What destinations are being considered?

Do all delegates have to stay on the one property?

What are the main venue considerations and limitations that need to be 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 are fundamental items which are expected by delegates at the event (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?
Are there any other event requirements i.e. cocktail reception, gala dinner/event, transport, group activities etc?
What AV items are definitely required? (outline your expectations on equipment inclusions)
Will you need to bring in third party AV suppliers?
Is commission required on the Conference F & B or DDP component? If so, please provide detail.

ACCOMMODATION

Is a commissionable accommodation rate required?
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Accommodation types the PCO / Association are requesting proposals for (i.e. Luxury, budget, self-catering etc.)
What is the minimum block size required?
How many rooms will the client be buying for committee and speakers? 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?
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

Will there be interest in pre and post extensions/tours?
Historically are multiple types of accommodation offered to delegates, if yes, please describe?
What catering is required? (Please append program or complete below outline if known)
Do you require a site inspection?

REQUIREMENTS

DAY	PLENARY MEETING ROOM REQUIREMENTS	BREAKOUT ROOM REQUIREMENTS	EXHIBITION REQUIREMENTS	IS AN OVERNIGHT HOLD REQUIRED?	SOCIAL EVENTS	DAILY CATERING REQUIREMENTS
EG.	<i>i.e. 8am – 5pm 500pax Classroom Style</i>	<i>i.e. 3 breakouts 50pax per room Cabaret style</i>	<i>i.e. 30 x 3 x 2m booths</i>	<i>i.e. Yes</i>	<i>i.e. 6pm to 9pm 350pax Welcome Reception</i>	<i>i.e. DDP for 500pax To be served in Exhibition area</i>
1						
2						
3						
4						
5						

ACCOMMODATION BLOCK *Please insert number of rooms required

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

This form was developed by PCOA accommodation subcommittee with the support of all our accommodation business partners.