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**Tour Operator Request for Proposal (RFP) Form**

***\*Note: If you require less than 10 sleeping rooms or meeting space only, please contact hotels directly with your request.***

**STEP 1:** Provide the following information in order to receive hotel proposals. Proposals will be sent directly to you via email from interested hotels by default **OR** you may indicate that proposals be directed to the CVB.

**STEP 2:** Once you sign a contract with a hotel, please notify us via email. This may qualify you for complimentary brochures and other services.

# Name of Group, School, or Club:

**Name/Type of Event:** *(Spring Break, College Tour)*

Contact Name:

Contact Mailing Address:

Contact City, St Zip:

Contact Phone:

Contact Email:

**What City/State is the Group traveling from:**

**Total Attendance:**

**Proposal Due Date:**

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

**Preferred Dates:**

*Date Flexibility or Alternate Dates:*

*(Providing alternate dates or patterns may help get a better rate and avoid conventions.)*

**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)*

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

**Are you coming to ATLANTA for a specific event/festival?**

*If Yes, please list event:*

**Competing Cities:**

**Connecting Cities:**

*(Will you use ATLANTA to connect to another city: Birmingham, Savannah, etc.)*

**ROOM BLOCK** (Break down by day) *(Minimum of 10 rooms per night)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***DAY:*** | ***Wed*** | ***Thur*** | ***Fri*** |  | ***Sat*** | ***Sun*** | ***Mon*** | ***Tues*** | ***Wed*** |
| **DATE:** |  |  |  |  |  |  |  |  |  |
| **No. of Rooms** |  |  |  |  |  |  |  |  |  |

**ADDITIONAL INFORMATION:**

**Sleeping Room Rate Range:** *(EXAMPLE: $119-139)*

**Areas of the city that you will consider?**

*OPTIONS: 1. Airport/South Atlanta 2. City Limits: Downtown, Midtown, Buckhead 3. Atlanta North Suburbs*

*4. If you want to be by a specific attraction say: Aquarium or Stone Mountain)*

**Please list any other special requests/considerations:**

*(Breakfast: Continental, Limited Hot, Full Hot; Pool; Baggage handling; ADA rooms, Rooms on lower level; etc.)*

**Anything else we should know about this group?**

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

# THANK YOU!

**For full planning assistance, please visit our Travel Professionals website at:**

[**https://discoveratlanta.com/travel-tours/**](https://discoveratlanta.com/travel-tours/)