

# Request for Proposal

Greeley Chamber of Commerce/Visitors Bureau  
902 7<sup>th</sup> Avenue ~ Greeley, CO 80631  
www.greeleycvb.com kparkar@greeleychamber.com

Phone: (970) 352-3567  
(800) 449-FUNN  
Fax: (970) 352-3572

## Contact Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

WebSite \_\_\_\_\_

### Preferred Contact Method

- Phone
- Fax
- Email
- Mail

Name of Event / Conference / Meeting: \_\_\_\_\_

Preferred Meeting Dates \_\_\_\_\_

### Estimated Attendance:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

### Estimated Number of Accommodation Rooms:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

### Room Set-up:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Reception							
Banquet							
Board Room							
Classroom							
Theater							

**\*Continues on opposite side**

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**Additional Accommodation or Meeting Requirements:**

**Audio Visual Equipment Needs:**

**Other Requests:**

**Deadline for Proposal:** \_\_\_\_\_

**How did you hear about the Greeley Chamber of Commerce/Visitors Bureau?**

**Website** \_\_\_\_\_ **Which one?** \_\_\_\_\_

**Magazine** \_\_\_\_\_ **Which one?** \_\_\_\_\_

**Referral from another planner** \_\_\_\_\_

**Other** \_\_\_\_\_

**Please attach additional materials if needed and return this form to the Greeley Chamber of Commerce/Visitors Bureau**

For staff use only

Date Received: \_\_\_\_\_

Date Proposal Sent: \_\_\_\_\_