



Event Request for Proposal (RFP) Form

STEP 1: Please provide the following information in order to receive hotel proposals. We may need to call you via phone for additional clarification before sending out your request. Proposals will be sent directly to you via email from interested hotels.

STEP 2: Once you sign a contract with a hotel, please notify us via email. This will qualify you for complimentary brochures.

STEP 3: If you need additional services (Vendor referrals, etc.) please let us know.

STEP 4: For a list of parks, please visit: <http://ga-douglasville3.civicplus.com/25/Parks-Recreation>
Parks are regulated by the city. It is best to secure your hotel, before requesting a specific park.

Name of Event:

Contact Name:

Address:

City, St Zip:

Contact Phone:

Contact Email:

Event Dates:

Total Attendance:

What date do you need proposals from the hotels by?

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

ROOM BLOCK (please break down by day)

(Group discounts begin at 10 rooms per night. Hotels usually can accommodate 4 ppl per room. If you sign a contract for rooms you do not use, the hotel may hold you accountable. Please give your most realistic estimate.)

DATE	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
No. of Rooms							

ADDITIONAL INFORMATION:

Desired Sleeping Room Rate Range:

(EXAMPLE: Under \$99 OR \$99-129)

Please list any other special requests/considerations that may make a difference.

(Pool, Airport Shuttle, Parking, ADA rooms, etc.)

THANK YOU! PLEASE RETURN THIS FORM TO:

Douglasville Convention and Visitors Bureau

Phone: 770-947-5920 | Email: info@visitdouglasville.com