



# Event Housing RFP – QuickQuote

## Organizer Contact Information

Please tell us about your organization and point of contact.

**Organization Name:**

**Organization Address:**

**Organization Website (URL):**

**Contact Person:****Contact Title:****Contact Phone:****Contact Email:**

**Preferred Method of Contact:** ☒ phone  
☐ email

## Event Information

Please tell us about your event. Enter target dates if final dates haven't been scheduled.

**Event Name:**

**Event Website (URL):**

**Event Dates — start date:**  **end date:**

**Housing Registration — open date:**  **end date:**

## Attendance & Room Block Information

Please tell us about your event's history. Enter the most recent historical information if applicable, or include target projections for the event.

**Event Attendance:**

**Number of Rooms on Peak:**

Peak Date(s) — start date: end date:

Room Nights Total:

**Average Length of Stay (LOS):**

**Average Daily Rate\* (\$ADR):**

**Booking Method Pattern\*\*:**

% online booking

% phone booking

% email and/or fax booking

**Number of Participating Hotels:**

**Number of Sub blocks Required:**

\* Please do not include hotel taxes in ADR. \*\* Booking Method Pattern should add up to 100%

## Required Services

Please identify the services you'd like us to address with pricing in our proposal. We'll factor all "Required" services into the proposal pricing and include pricing options for services marked "Will Consider."

	Required	Will Consider	Not Required
Site/venue selection			
Hotel selection			
Contract Negotiation			
Sub block application handling			
Manual room list handling			
Planner access to reservations system			
Guest room reservations booking			
Event registration interface			
Online booking portal			
Telephonic booking support			
Email/Fax booking support			
Event-site booking support			
Rebate/commissions collection			
Post-event bookings analysis			
Participating hotel room audit			
Participating hotel cancellation audit			
Low-price guarantee monitoring			
Attrition mitigation			
Complimentary room tracking			
Upsell marketing within booking portal			

## Supplemental Information and Requests

Please provide any supplemental information necessary to evaluate your event requirement and provide a custom services proposal.

## Submission Instructions

Please email the completed form to [sales@q-rooms.com](mailto:sales@q-rooms.com) or fax it to **702-832-0101**. Thank you for your submission.