**Attachment 5**

**Submission Form for**

**Technical Proposal**

**(Full Service)**

1. Proposer’s name, address, telephone and fax numbers, email and federal tax identification number.

|  |  |
| --- | --- |
| Firm (Legal Name): |  |
| Address: |  |
| Address Line 2: |  |
| City, State, Zipcode |  |
| Contact: |  |
| Title: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Federal Tax ID Number: |  |
| Web Site: |  |

1. Please indicate which dates you are offering for the program:

|  |  |
| --- | --- |
| **March 19 – 22, 2013** |  |
| **March 17 – 20, 2012** |  |

1. Estimated Meeting and Function Room Block:

Propose Meeting and Function Rooms schedule, including the date, time, and a description of the set is detailed below. Please add the Function room name, square footage, noting dimensions, any odd shapes, angles, pillars and other salient characteristics). Enter “n/a” for any items that are not applicable.

| **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Day 1: Set up day**  **24 hour hold on all rooms** | | | | |
| 5:00 p.m. – 11:59 p.m. | Staff Office | Conference | 6 |  |
| 5:00 p.m. – 11:59 p.m. | AV Storage | Empty Room |  |  |
| 5:00 p.m. – 11:59 p.m. | Registration | Ballroom Foyer | 95 |  |
| 5:00 p.m. – 11:59 p.m. | Faculty Room | Conference | 10 |  |
| 5:00 p.m. – 11:59 p.m. | General Session  Set Up | Rounds of 6 – 7  Head table for 5 on Stage | 95 |  |
| 5:00 p.m. – 11:59 p.m. | Breakout #1 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 5:00 p.m. – 11:59 p.m. | Breakout #2 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| **Day 2:**  **AM rehearsal, faculty set up**  **Registration starts at 11 a.m.**  **Program starts at 1:00 p.m. – 5:00 p.m.**  **24 hour hold on all rooms** | | | | |
| 24 hour hold | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Registration | Ballroom Foyer | 95 |  |
| 24 hour hold | Faculty Room | Conference | 10 |  |
| 24 hour hold | General Session  Set Up | Rounds of 6 – 7  Head table for 5 on Stage | 95 |  |
| 24 hour hold | Breakout #1 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 24 hour hold | Breakout #2 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 3:00 – 3:30 p.m. | PM Break | Foyer or General session room | Foyer or General session room |  |
| **Day 3:**  **Program starts at 8:00 a.m. – 5:00 p.m.**  **24 hour hold on all rooms** | | | | |
| 24 hour hold | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Registration | Ballroom Foyer | 95 |  |
| 24 hour hold | Faculty Room | Conference | 10 |  |
| 24 hour hold | General Session  Set Up | Rounds of 6 – 7  Head table for 5 on Stage | 95 |  |
| 24 hour hold | Breakout #1 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 24 hour hold | Breakout #2 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 7:00 – 8:00 a.m. | Breakfast | General session room | Foyer or General session room |  |
| 10 – 10:30 a.m. | AM Break | Foyer or General session room | Foyer or General session room |  |
| 12 – 1:00 p.m. | Lunch | General session room | Foyer or General session room |  |
| 3 – 3:30 p.m. | PM Break | Foyer or General session room | Foyer or General session room |  |
|  |  | **Day 4:**  **Program starts at 8:00 a.m. – 12:00 p.m.**  **AV Strike 12 – 2 p.m.** |  |  |
| 12:00 a.m. – 2:00 p.m. | Staff Office | Conference | 6 |  |
| 12:00 a.m. – 2:00 p.m. | AV Storage | Empty Room |  |  |
| 12:00 a.m. – 2:00 p.m. | Registration | Ballroom Foyer | 95 |  |
| 12:00 a.m. – 2:00 p.m. | Faculty Room | Conference | 10 |  |
| 12:00 a.m. – 2:00 p.m. | General Session  Set Up | Rounds of 6 – 7  Head table for 5 on Stage | 95 |  |
| 12:00 a.m. – 2:00 p.m. | Breakout #1 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 12:00 a.m. – 2:00 p.m. | Breakout #2 | Crescent rounds of 5 - 6 | 40 – 50 |  |
| 7:00 – 8:00 a.m. | Breakfast | General session room | 95 |  |
| 10 – 10:30 a.m. | AM Break | Foyer or General session room | 95 |  |

Are Meeting and Function Rooms compliant with American Disabilities Act (ADA)?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Can the Program use its own audio-visual equipment and labor at no additional charge?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please include an audio-visual price list sheet with this proposal for the Program.

1. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

| Date | Type of Sleeping Room | Estimated Number of Sleeping Rooms | Sleeping Room Unit Rate |
| --- | --- | --- | --- |
| **(Day 2)**  Wednesday, March 20, 2013  Or  Monday,  March 18, 2013 | Single | 75 |  |
| **(Day 3)**  Thursday, March 21, 2013  Or  Tuesday,  March 19, 2013 | Single | 75 |  |
| **(Day 4)**  Friday:  Or  Wed | Check-out | 0 |  |
|  |  | 150 |  |

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. Propose the cut-off date for reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing.

Add detailed description for each meal.

| Type of Group Meal | Food and Beverage Menu |
| --- | --- |
| **Day 2** | |
| PM Break |  |
| **Day 3** | |
| Hot Breakfast Buffet |  |
| AM Break |  |
| Lunch – Plated and Buffet options |  |
| PM Break |  |
| **Day 4** | |
| Breakfast Buffet |  |
| AM Break |  |

Are you able to provide Kosher Meals at the same price as the group rate?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If No, What is the cost of Kosher Meals?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate where your Kosher Meals come from:

|  |
| --- |
|  |
|  |

1. Other Program Needs (identify if included in other proposed pricing):

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | Complimentary Registration area telephone |  |  |
| 2. | (10) Complimentary easels |  |  |
| 3. | (3) Complimentary Wired Internet for Registration and Staff Office |  |  |
| 4. | Staff Office and AV storage area on total lock out – complimentary lock out and keys for staff |  |  |
| 5. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |

1. Propose options for transportation to the hotel on public transportation

Discuss the various means of transportation to local airports.

|  |
| --- |
| Discuss the approximate distance from major freeways. |
|  |

**H. Signature (must be completed by proposer):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_\_\_\_\_. | | | |
| By: |  |  |  |
|  | Signature |  | Print Name |
| Title: |  |  |  |

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