

**Attachment 5  
Submission Form for  
Technical Proposal  
(Full Service)**

A. 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:	

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

<b>March 27 – 30, 2012</b>	
<b>April 4 – 7, 2012</b>	

C. 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
<b>DAY #1: Tuesday, March 27th or Wednesday, April 4th</b>				
Day 1: Set Up Only 3:00 p.m. – 24 hour hold	Staff Office	Conference	5	
Day 1: Set Up Only 3:00 p.m. – 24 hour hold	Faculty Office	2 rounds	10	
Day 1: Set Up Only 3:00 p.m. – 24 hour hold	AV Storage	Empty Room		
Day 1: Set Up Only 3:00 p.m. – 24 hour hold	Registration Desk	Existing Reg Desk or two 6ft tables w/ 3 classroom against the wall	250	
Day 1: Set Up Only 6:00 p.m. – 24 hour hold	General Session Set Up	Rounds of 8 Head table for 5 on Stage	250	
Day 1: Set Up Only 6:00 p.m. – 24 hour hold	Break out #1	Crescent rounds of 6	100	
Day 1: Set Up Only 6:00 p.m. – 24 hour hold	Break out #2	Crescent rounds of 6	100	
Day 1: Set Up Only 6:00 p.m. – 24 hour hold	Break out #3	Crescent rounds of 6	70	
Day 1: Set Up Only 6:00 p.m. – 24 hour hold	Break out #4	Crescent rounds of 6	50	
<b>DAY #2: Wed, March 28th or Thur, April 5th through Day #3: Thur, March 29 or Fri, April 6th</b>				
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Staff Office	Conference	5	
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Faculty Office	2 rounds	10	
Day 2 – 3: 24 hour hold	AV Storage	Empty Room		
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Registration Desk	Existing Reg Desk or two 6ft tables w/ 3 classroom against the wall	250	
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	General Session Set Up	Rounds of 8 Head table for 5 on Stage	250	
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Break out #1	Crescent rounds of 6	100	
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Break out #2	Crescent rounds of 6	100	
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Break out #3	Crescent rounds of 6	70	
Day 2 – 3: 24 hour hold until 5:00 p.m. on day 3	Break out #4	Crescent rounds of 6	50	
7:00 – 8:00 a.m.	Breakfast	Rounds	250	
10:00 – 10:30 a.m.	AM Break	Foyer	250	
12:00 – 1:00 p.m.	Lunch	Rounds	250	
3:00 – 3:30 p.m.	PM Break	Foyer	250	

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
<b>Day #4 Fri, March30 or Sat, April 7th</b>				
Day 3- 4: 24 hour hold – 8:00 a.m. on day #4	AV Storage	Empty Room		

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.

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

Date	Type of Sleeping Room	Estimated Number of Sleeping Rooms	Confirm Number of Rooms able to provide
<b>Tuesday, March 27th or Wednesday, April 4th</b>	<b>Single/Double Occupancy</b>	<b>7</b>	
<b>Wednesday, March 28th or Thursday, April 5th</b>	<b>Single/Double Occupancy</b>	<b>195</b>	
<b>Thursday, March 29th or Friday, April 6th</b>	<b>Single/ Double Occupancy</b>	<b>3</b>	
		<b>205</b>	

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

Yes	
No	

E. Propose the cut-off date for reservations: \_\_\_\_\_

F. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing.

Type of Group Meal	Food and Beverage Menu
<b>DAY #2: Wed, March 28th or Thur, April 5th</b>	
Lunch – Plated or Buffet	
PM Break	
<b>Day #3: Thur, March 29 or Fri, April 6th</b>	
Breakfast Buffet	
AM Break	
Lunch – Plated or Buffet	

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

Yes	
No	

Please indicate where your Kosher Meals come from:

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G. 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		

