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:	
Web Site:	
Federal Tax ID Number:	

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

June 17 - 20, 2012 (preferred date)	
June 19 – 22, 2012	

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
Day #1: Set up day				
Day 1: Set up day 12:00 – 11:59 p.m.	Staff Office	Conference set up w/ space for tables along the walls for materials	5	
Day 1: Set up day 12:00 – 11:59 p.m.	AV Storage	Empty Room		
Day 1: Set up day 12:00 – 11:59 p.m.	Faculty room	2 rounds	10	
Day 1: Set up day 12:00 – 11:59 p.m.	Registration	2 classroom	100	
Day 1: Set up day 5:00 – 11:59 p.m.	General Session Set Up	Rounds of 6 – 8 Head table for 10 on Stage	100	
Day 1: Set up day 5:00 – 11:59 p.m.	Meeting Room	Conference	15	
Day 1: Set up day 5:00 – 11:59 p.m.	Breakout #1	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
Day 1: Set up day 5:00 – 11:59 p.m.	Breakout #2	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
Day #2				
Day 2: 24 hr hold	Staff Office	Conference set up w/ space for tables along the walls for materials	5	
Day 2: 24 hr hold	AV Storage	Empty Room		
Day 2: 24 hr hold	Faculty room	2 rounds	10	
Day 2: 24 hr hold	Registration	2 classroom	100	
Day 2: (8:00 a.m. – 5 p.m.) 24 hour hold	General Session Set Up	Rounds of 6 – 8 Head table for 10 on Stage	100	
Day 2: (8:00 a.m. – 5 p.m.) 24 hour hold	Meeting Room	Conference	15	
Day 2: (8:00 a.m. – 5 p.m.) 24 hour hold	Breakout #1	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
Day 2: (8:00 a.m. – 5 p.m.) 24 hour hold	Breakout #2	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
7:00 – 8:00 a.m.	Breakfast	Rounds	60	
10:00 – 10:30 a.m.	AM Break	Flow	60	
12:00 – 1:00 p.m.	Lunch	Rounds	60	

Tdl 12/23/11

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
3:00 -3:30 p.m.	PM Break	Flow	60	
Day #3				
Day 3: 24 hr hold	Staff Office	Conference set up w/ space for tables along the walls for materials	5	
Day 3: 24 hr hold	AV Storage	Empty Room		
Day 3: 24 hr hold	Faculty room	2 rounds	10	
Day 3: 24 hr hold	Registration	2 classroom	100	
Day 3: (8:00 a.m. – 5 p.m.) 24 hour hold	General Session	Rounds of 6 – 8 Head table for 10 on Stage	100	
Day 3: 3:00 p.m. – 11:59 p.m.	Computer Lab Set up only	Classroom	40	
Day 3: (8:00 a.m. – 5 p.m.) 24 hour hold	Breakout #1	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
Day 3: (8:00 a.m. – 5 p.m.) 24 hour hold	Breakout #2	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
7:00 – 8:00 a.m.	Breakfast	Rounds	90	
10:00 – 10:30 a.m.	AM Break	Flow	90	
12:00 – 1:00 p.m.	Lunch	Rounds	90	
3:00 -3:30 p.m.	PM Break	Flow	90	
Day #4				
Day 4: 12:00 a.m. – 2:00 p.m.	Staff Office	Conference set up w/ space for tables along the walls for materials	5	
Day 4: 24 hr hold	AV Storage	Empty Room		
Day 4: 12:00 a.m. – 2:00 p.m.	Faculty room	2 rounds	10	
Day 4: 7:00 a.m. – 1:00 p.m.	Registration	2 classroom	100	
Day 4: 12:00 a.m. – 2:00 p.m.	General Session	Rounds of 6 – 8 Head table for 10 on Stage	100	
Day 4: 12:00 a.m. – 2:00 p.m.	Computer Lab	Classroom	40	
11:00 a.m. – 3:00 p.m.	Meeting	Conference	15	
Day : 4 12:00 a.m. – 2:00 p.m.	Breakout #1	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
Day : 4 12:00 a.m. – 2:00 p.m.	Breakout #2	Crescent rounds 6 – 8, head table, 1 6ft table in back of room	50	
7:00 – 8:00 a.m.	Breakfast	Rounds	90	
10:00 – 10:30 a.m.	AM Break	Flow	90	
Day #5				
12:00 a.m. – 8:00 a.m.	AV Storage	Empty Room		

Tdl 12/23/11

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
Day #1	Single/Double Occupancy	70	
Day #2	Single/Double Occupancy	80	
Day #3	Single/ Double Occupancy	80	
Day #4	Single/ Double Occupancy	2	
		232	

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
	Day #2:
Breakfast Buffet	
AM Break	

Tdl 12/23/11

Type of Group Meal	Food and Beverage Menu
Lunch – Plated or Buffet.	
P.M. Break	
Day #3	
Breakfast Buffet	
AM Break	
Lunch Buffet –	
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:

_____

_____

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

Item No.	Description	Approved (please note if approved)	Alternative

Tdl 12/23/11

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.		
6.	(3) Complimentary parking for AV & Security (OERS)		
7.	Complimentary access to executive lounge for event staff (8) for meal purposes		
8.	Internet bundle package for computer lab		

H. 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 (<u>must be completed by proposer</u>):

SIGNED this _____ day of _____ , 20_____.

By: _____   _____
               Signature   Print Name

Title: _____

Tdl 12/23/11