

**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, Zip code	
Contact:	
Title:	
Phone Number:	
Fax Number:	
Email Address:	
Web Site:	
Federal Tax ID Number:	

B. **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.

Day 1: Set up Only Tuesday, October 16 or Tuesday, November 13, 2012				
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Staff Office	Conference or permanent board room table	6	
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Faculty Office	Two rounds	10	
Day 1: Set up only	AV Storage Room	Empty		

24 hour hold 6:00 pm – 11:59 pm				
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Registration	Two classroom tables		
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	General Session	Rounds of 6 Head table for 3 – 6 (TBD) on Stage, (railing behind stage so guests can't fall off, railing on steps)	100	
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Breakout #1	Crescent rounds of 5	35	
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Breakout #2	Crescent rounds of 5	35	
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Breakout #3	Crescent rounds of 5	35	
Day 1: Set up only 24 hour hold 6:00 pm – 11:59 pm	Breakout #4	Crescent rounds of 5	35	
Day 2: Wednesday, October 17 or Wednesday, November 14 2012				
Day 2: 24 hour hold	Staff Office	Conference or permanent board room table	6	
Day 2: 24 hour hold	Faculty Office	Two rounds	10	
Day 2: 24 hour hold	AV Storage Room	Empty		
Day 2: 7:00 a.m. – 5:00 p.m. 24 hour hold	Registration	Two classroom tables		
Day 2: 8:30 a.m. – 5:00 p.m. 24 hour hold	General Session	Rounds of 6 Head table for 3 – 6 (TBD) on Stage, (railing behind stage so guests can't fall off, railing on steps)	100	
Day 2: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #1	Crescent rounds of 5	35	
Day 2: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #2	Crescent rounds of 5	35	
Day 2: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #3	Crescent rounds of 5	35	
Day 2: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #4	Crescent rounds of 5	35	
Day 2: 3:00 – 3:30 p.m.,	PM Break	Ballroom Foyer	100	

Day 3: Thursday, October 18 or Thursday, November 15 2012				
Day 3 24 hour hold	Staff Office	Conference or permanent board room table	6	
Day 3 24 hour hold	Faculty Office	Two rounds	10	
Day 3 24 hour hold	AV Storage Room	Empty		
Day 3 24 hour hold	Registration	Two classroom tables		
Day 3: 8:30 a.m. – 5:00 p.m. 24 hour hold	General Session	Rounds of 6 Head table for 3 – 6 (TBD) on Stage, (railing behind stage so guests can't fall off, railing on steps)	100	
Day 3: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #1	Crescent rounds of 5	35	
Day 3: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #2	Crescent rounds of 5	35	
Day 3: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #3	Crescent rounds of 5	35	
Day 3: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #4	Crescent rounds of 5	35	
Day 3: 7:00 a.m. – 8:30 a.m.	Breakfast	Rounds of 10	100	
Day 3: 10:00 – 10:30 a.m.	AM Break	Ballroom Foyer	100	
Day 3: 12:00 – 1:00 p.m.	Lunch	Rounds of 10 Speaker during lunch	100	
Day 3: 3:00 – 3:30 p.m.	PM Break	Ballroom Foyer	100	
Day 4: Friday, October 19 or Friday, November 16 2012				
Day 4 12:00 a.m. – 5 p.m.	Staff Office	Conference or permanent board room table	6	
Day 4 12:00 a.m. – 5 p.m.	Faculty Office	Two rounds	10	
Day 4 12:00 a.m. – 5 p.m. 24 hour hold	AV Storage Room	Empty		
Day 4 12:00 a.m. – 5 p.m.	Registration	Two classroom tables		
Day 4: 8:30 a.m. – 5:00 p.m.	General Session	Rounds of 6 Head table for 3 – 6 (TBD) on Stage, (railing behind stage so	100	

		guests can't fall off, railing on steps)		
Day 4: 8:30 a.m. – 5:00 p.m.	Breakout #1	Crescent rounds of 5	35	
Day 4: 8:30 a.m. – 5:00 p.m.	Breakout #2	Crescent rounds of 5	35	
Day 4: 8:30 a.m. – 5:00 p.m. 24 hour hold	Breakout #3	Crescent rounds of 5	35	
Day 4: 8:30 a.m. – 5:00 p.m.	Breakout #4	Crescent rounds of 5	35	
Day 4: 7:00 a.m. – 8:30 a.m.	Breakfast	Rounds of 10	100	
Day 4: 10:00 – 10:30 a.m.	AM Break	Ballroom Foyer	100	

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.

C. 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 10/16/12 Or 11/13/12	Single/Double Occupancy	5	
Day 2 10/17/12 Or 11/14/12	Single/Double Occupancy	85	
Day 3 10/18/12	Single/ Double Occupancy	85	

Date	Type of Sleeping Room	Estimated Number of Sleeping Rooms	Confirm Number of Rooms able to provide
Or 11/15/12			
		175	

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

Yes	
No	

D. Propose the cut-off date for reservations: _____

E. 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 : Wednesday 10/17/12 Or 11/14/12	
Breakfast Buffet	
AM Break	
Lunch – Plated or Buffet.	
Day 3: Thursday 10/18/12 Or 11/15/12	
Breakfast Buffet	
AM Break	
Lunch Buffet –	
PM Break	

Type of Group Meal	Food and Beverage Menu
	Day 4: Friday 10/19/12 Or 11/16/12
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:

F. 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.		
6.	(3) Complimentary parking for AV staff and OERS (security)		

G. 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: _____