

RFP FROM CONTACT PLANNING, INC

DATE: _____

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TO: -----

ABC MEDICAL CORPORATION IS BRINGING THEIR NATIONAL MEETING TO FLORIDA FOR 2014.

ARRIVAL/ DEP

DATES:	3/16 – 3/20, 2014	(1 st Choice)
	3/23- 3/27, 2014	(2 nd choice)
	3/9 – 3/13, 2014	(3 rd choice)

DAY OF WEEK:	SUN	MON	TUE	WED	THU
ROOM BLOCK:	225	250	220	50	OUT

Please reply and return the section below via e-mail to: tpasha@contactplan.com; we are compiling options and arranging site visit itineraries now.

Hotel Name: _____

Hotel Website: _____

Sales Manager Name: _____

Tel #: _____

E-mail Address: _____

Available Dates: _____

Competitive, commissionable group rate: \$ _____ s/d

CONCESSIONS: The following concessions have been extended by prior hotels for this event. Please review them and add, delete or edit as needed to extend a competitive package.

- **(2) Two bedroom suites for President/President Elect**
- **Fifteen complimentary upgraded suites at group rate**
- **Room rate Includes In-Room Internet Access**
- **Resort Fees Waived**
- **Complimentary Hospitality Suite**
- **Complimentary Meeting Space, based on F&B minimum of \$_____**
- **Complimentary or discounted parking : Parking Rate: _____**
- **15% off published catering menus**
- **15% off All in-house AV**
- **15% off Spa services**

- **One per 40 comp**
- **To incent maximum attendance for the Sunday arrival, the group requests a hosted one-hour arrival reception featuring beer/ wine / hot and cold hors d'oeuvres**

Reservations: Individual/Rooming List for Staff and Board
Accounting: Master Account Catering, Specified Staff Charges
 ABC Medical requests a deposit invoice and W-9 to open billing

HISTORY: 2009 – Palm Beach – The Breakers
 2010 – Desert Springs – Marriott Desert Springs
 2011 – Williamsburg - Colonial Williamsburg
 2012 – Maui – Four Seasons
 2013 – Ritz Carlton – New Orleans

PROGRAM: (Please insert the date, Room Name and Square Footage for each event.)

Date	Day	Start Time	End Time	Function	Setup	Room Name / SQ Footage	Guests
	Sun- Thu	24 hour hold		Office			
	Sun	7:00 p.m.	9:00 p.m.	Dinner for Board of Governors & Member	Rounds		50
	Mon	12:30 p.m.	4:00 p.m.	Board of Governors Meeting	Hollow Square		35
	Mon	12:30 p.m.	1:30 p.m.	Lunch	Hollow Square		35
	Mon	1:00 p.m.	3:00 p.m.	Program Committee Meeting	Conference Style		30
	Mon	3:00 p.m.	5:00 p.m.	Registration/Setup	Break Table		
	Mon	11:00 a.m.	12:00 p.m.	Substantive Committee Leaders Meeting	Conference Style or Hollow Square		30
	Mon	4:00pm	5:30pm	Special Session	Theater		150
	Mon	4:00 p.m.	6:00 p.m.	Nominating Committee	Confernece Style		8
	Tue	5:00 p.m.	8:00 p.m.	Registration	Break Table		
	Tue	7:00 p.m.	9:00 p.m.	Welcome Reception	Scattered Cocktail		300
	Tue	6:00p.m.	7:00 p.m.	New Members Reception	Cocktail		75
	Tue	8:30 p.m.	10:30p.m.	Women's Reception	Rounds		25
	Wed	7:30 a.m.	8:30 a.m.	Continental Breakfast	Break Tables		200
	Wed	7:00 a.m.	8:30 a.m.	Breakout/Committee #1	#'s will vary		20
	Wed	7:00 a.m.	8:30 a.m.	Breakout/Committee #2	Small groups		15-20
	Thu	7:00 a.m.	8:30 a.m.	Breakout/Committee #4	Small groups		15-20
	Thu	7:00 a.m.	8:30 a.m.	Breakout/Committee #5	#'s will vary		15-20
	Thu	7:00 a.m.	8:30 a.m.	Breakout/Committee #6	Small groups		15-20

Please e-mail return these two pages to tpasha@contactplan.com right away -- Thanks!