



**Marshall County Convention & Visitors Bureau**  
**Request for Proposal**

Get started today by filling out our Request for Proposal (RFP) form. Our dedicated staff will help you through every step of planning your next great event! Please complete the following information.

Preferred Method of Contact:

Organization Name:

Meeting Name:

If Regional Meeting, states included:

Contact Name: First

Last

Office Number:

Cell Number:

Title:

E-Mail:

Address:

City:

State:

Zip:

Fax:

Website:

Will hotel sleeping rooms be required?

Start Date:

End Date:

Alternate Dates Considered:

Number of Attendees:

Detail Arrival/Departure Pattern (Day of Week/# of Rooms):

Room Block Breakdown:

Kings (1 Bed)

Double Doubles (2 Beds)

Suites

ADA Requirements/Needs

Largest Meeting:

Simultaneous Meeting Rooms:

Largest Meal:

Hospitality Room:

Number of Exhibit Booths (# 8 X 10 or 10 X 10):

Gross sq. ft. of exhibit space:

Move-in Days Required:

Move-out Days Required:

Exhibit Start Date:

Exhibit End Date:

Preferred Area of County:

Attractions or Activities Your Group May be Interested In:

Special Concessions Requested:

Past Meeting Sites:

Future Meeting Sites:

Other cities you are considering:

Proposal needed by:

Decision Process:

Already have your agenda ready? Be sure to attach it to the RFP or fill out below.

Detailed Event Agenda:

Or feel free to drop it by our office located upstairs at the Guntersville Chamber of Commerce at 200 Gunter Avenue, Guntersville, AL 35976

**Marshall County Convention and Visitors Bureau**

P.O. Box 711, Guntersville, AL 35976

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