



Conference & Group Planning

Request for Proposal Form

Let's get acquainted! Our Group Tour Specialist can provide you with compatible location options, custom itineraries, and a proposal. Just submit the following Request for Proposal form and the CVB staff will contact you shortly. If you have your own RFP form, please attach it below.

First Name: _____ Last Name: _____

Organization: _____

Title: _____

Address: _____

City: _____ State/Province/Country: _____

Postal Code: _____

Email Address: _____

Phone: _____ Fax: _____

Preferred Contact Method: Email: _____ Fax: _____ Phone: _____ Best time: _____ a.m./p.m.

Interests:

Museums/Art

Shopping

Restaurants

Outdoor Activities

Beach/Lighthouses

Educational

Entertainment

Boating/Fishing

Other _____

Preferred Dates: _____ Number of Rooms Required: _____

Dates for Lodging: Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____

Type of Event: ___ Group Tour ___ Senior ___ Student ___ Families

Special Interest (if Special Interest, please explain): _____

Total Attendance: _____

Type of Convention: _____

Please enter zero (0) if these fields are not applicable:

General Session (Approximate SF required): _____ s.f.

Number of Breakouts Needed: _____

Number of General Session Attendees: _____

Decision Date: _____

Response Due Date: _____

Specific Needs:

- | | |
|---|---|
| <input type="checkbox"/> Proposal Preparation | <input type="checkbox"/> Brochures, Maps and Additional Promotional Materials |
| <input type="checkbox"/> FAM Tours & Personal Site Tours | <input type="checkbox"/> Photos and Slides for Promotional Use |
| <input type="checkbox"/> Itinerary Development | <input type="checkbox"/> Group Proposal Assistance |
| <input type="checkbox"/> Accommodations/Lodging Assistance | <input type="checkbox"/> Welcome Bags/Welcome Reception |
| <input type="checkbox"/> Step on Tour Guide Service/Referrals | <input type="checkbox"/> Informational/Registration Booth |

History: (Former Meeting Sites):

Remarks/ Comments:

Please send completed RFP to:
Kristin Knop, Tourism Specialist
Muskegon County Convention & Visitors Bureau
610 W. Western Ave., Muskegon, MI 49440
Phone: 231-724-3102 or 800-250-9283
Fax: 231-724-1398
knopkr@co.muskegon.mi.us
www.visitmuskegon.org