



Tournament/Event/Meeting RFP

Name of Tournament/Event/Meeting

Main Contact Name

Main phone number

Area Code

Phone Number

Email

Date(s) and time(s) of event(s)

Alternative date(s) and time(s) (if any)

Which venue(s) are being used?

Will food & beverage be needed?

☐ Yes ☐ No ☐ Not Sure

Will audio/visual equipment be needed?

☐ Yes ☐ No ☐ Not Sure

Lodging

Approximate room nights?

Are these counts estimates or exact?

☐ Yes ☐ No ☐ Not Sure

How will reservations be made?

☐ Hotel website ☐ 3rd Party
☐ In House ☐ Other

Date for last reservation can be made?

Event Space

Meeting/Conference

Which venue(s) are being considered?

Has it been secured/booked?

☐ Yes ☐ No ☐ Not Sure
☐ ☐ ☐

Total number of people attending

What seating style is needed?

☐ Reception ☐ Classroom ☐ U-Shape
☐ Theater ☐ Banquet
☐ Square ☐ Other

Is Audio/Visual equipment required?

☐ Yes ☐ No ☐ Not Sure

Will a podium be needed?

☐ Yes ☐ No ☐ Not Sure

Is a stage required?

☐ Yes ☐ No ☐ Not Sure

Will a dance floor be needed?

☐ Yes ☐ No ☐ Not Sure



Sporting Event

Which venue(s) are being considered?

Has it been secured/booked?

☐ Yes ☐ No ☐ Not Sure

Are all venue spaces needed for entire event?

☐ Yes ☐ No ☐ Not Sure

Total number of people attending

What other amenities are required?

Spectator seating requirements

Food and Beverage

Number of people dining?

What style of dining?

☐ Buffet ☐ Self Serve
☐ Formal ☐ Full Service
☐ Grab and Go

Which meals are provided each day?

☐ Breakfast ☐ Lunch
☐ Dinner ☐ Snack

Is a separate hospitality room needed?

☐ Yes ☐ No ☐ Not Sure

Transportation

Is bus/motorcoach parking needed?

☐ Yes ☐ No ☐ Not Sure

Is airport transportation needed?

☐ Yes ☐ No ☐ Not Sure

Is transportation needed between hotels/venues?

☐ Yes ☐ No ☐ Not Sure

Additional Information

Please include any additional details
or information not included above

explore SIOUX CITY
 Regional Convention
 & Visitors Bureau

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