



The Meeting Scout

Meeting Request for Proposal

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| General Information: | |
| Meeting Scout | Tuesday Johnson-MacDonald Tap Resources |
| Primary Contact | Tuesday Johnson-MacDonald 519-445-1794 tapresources@bellnet.ca |
| Client | |
| Organization Type | |
| Date of Event | |
| Theme of Dates | |
| Target Location | <input type="checkbox"/> City <input type="checkbox"/> Airport |
| Is there a Hotel Preference? | <input type="checkbox"/> Yes <input type="checkbox"/> No Please identify: |
| No. of Attendees | |
| Concessions (what you would really like to have) | |
| Majority of participants from | |
| History (last 3 conference locations & hotel) | |
| Logistical Requirements: | |
| Accommodations | |
| No of Nights | |
| Arrival Date | |
| Departure Date | |
| Meeting Requirements | |
| Break Out # people & room set up | |
| Exhibit Requirements | |
| Social Requirements | |
| Gala Requirements | |
| Transportation | |
| Audio Visual Requirements | |
| Food & Beverage | |
| Other | |