



MICE EVENT RFP EXAMPLE COMMENTS	
Name of Event:	<i>A reference name given to the quote</i>
Start Date:	<i>Date of arrival</i>
End Date:	<i>Date of departure</i>
Client:	<i>Name of the client if available (kept confidential)</i>
Estimated Number of Guests:	
Brand / Product:	<i>If it's a product launch etc</i>
Nature of the Event:	<i>Incentive, Conference etc</i>
Profile of the Audience	<i>Age group, interests, couples etc</i>
Objective of the Event:	<i>It is to reward people, to educate people etc</i>
Destination 1:	<i>What the client has asked for</i>
Destination 2:	<i>What the client has asked for</i>
Destination 3:	<i>What the client has asked for</i>
Destination 4 Wildcard:	<i>What you'd like the DMC to recommend?</i>
Nett Budget:	<i>Without airfares and less any of your own additional services</i>
Proposed Programme:	<i>A day to day idea of clients requirements</i>
Site Inspection:	<i>Is this something to include in the 1st quote</i>
International Flights:	<i>Give details of arrival and departure flights</i>
Domestic Flights:	<i>Does the DMC have to book any internal flights</i>
Transfers:	<i>Where applicable and preferred type</i>
Accommodation:	<i>Where applicable and preferred type</i>
Contracts:	<i>If client has their own rates or if you're negotiating directly (for comparison purposes)</i>
Room Drops:	<i>Do you need gift ideas for the proposal</i>
Conference Facilities:	<i>What are the clients conference requirements</i>
Seating Style:	<i>What seating is required</i>
Photographer:	<i>Is a photographer required</i>
Videographer:	<i>Is a videographer required</i>
Audio Visual:	<i>Is audio visual required - give details</i>
Décor:	<i>Is décor required - give details</i>
Gala Dinner:	<i>Is a gala dinner required</i>
Entertainment:	<i>Do you need entertainment</i>
Catering:	<i>What catering is required</i>
Drinks:	<i>What drinks packages etc do you require</i>
Additional Information:	<i>Any additional info that will assist the DMC in order to quote correctly</i>

