



VENUE SOURCING RESOURCES

Hotel RFP Preparation Checklist

Information to gather before sending a hotel Request for Proposal (RFP)

Providing clear information upfront helps hotels respond with accurate proposals, availability, and pricing, making the venue selection process faster and more effective.

Event Overview

- ☐ Event name (or event type if confidential)
- ☐ Organization or company name
- ☐ Event dates
- ☐ Date flexibility (if applicable)
- ☐ Destination(s) under consideration

Event Operations

- ☐ Registration setup needs
- ☐ Load-in / load-out requirements
- ☐ Multi-day setup or rehearsal needs
- ☐ Audio-visual requirements
- ☐ Outside AV or production company (if applicable)

Guestroom Block

- ☐ Estimated total room nights
- ☐ Peak rooms per night
- ☐ Room type mix (king, QQ, suites, ADA rooms)
- ☐ VIP room needs (speakers, leadership, staff, etc.)

Program Details

- ☐ Estimated number of attendees
- ☐ Attendee type (association, corporate, medical, etc.)
- ☐ Program highlights (keynotes, exhibits, awards, etc.)
- ☐ Off-site events or unique experiences planned

Meeting & Event Space

- ☐ General session capacity and setup style
- ☐ Number of breakout rooms needed
- ☐ Registration area requirements
- ☐ Office or staff workspace
- ☐ Storage space
- ☐ Exhibit or poster session space (if applicable)
- ☐ Pre-function or networking space

Budget Guidance

- ☐ Target guestroom rate or acceptable rate range
- ☐ Budget considerations for meeting space and F&B

Food & Beverage

- ☐ Estimated F&B budget or expected spend
- ☐ Planned functions (breakfasts, lunches, receptions, dinners)
- ☐ Any special dietary or service considerations

Additional Considerations

- ☐ Accessibility requirements
- ☐ Security or privacy needs
- ☐ Sustainability goals
- ☐ Destination preferences or restrictions