



EVENT RFP

Only completed profiles will be considered.

In order to proceed with planning your event, the following information is required. Once we receive the completed profile, you will be contacted by a Sales Manager, and a proposal, with pricing and venue details, will be generated. Please mail, fax, or email the completed form using contact information provided below.

Event Contact Information

Person Completing this Form:		Title:	
Official Event Contact:		Title:	
Company Name:			
Address:			
Company Type: () 501(c)3 Non-Profit () Corporation () Limited Liability Co. () Limited Liability Partnership () Limited Partn.			
() Sole Proprietorship () Gov't Agency		Is the Company Tax Exempt? (YES / NO)	Tax ID #:
E-Mail Address:		Website:	
Phone Number:		Fax:	
How did you hear about us? () Internet Search () CVENT () Zentila () PartyRVA.com () Word of mouth () Other:			

Event Information

Type of Event (Mark One):

- () Athletic / Sporting Event () Banquet () Consumer / Public Show () Convention
 () Special Event / Celebration () Trade Show () Wedding () Other: _____

Event Name: _____

Description of Event: _____

Preferred Dates: _____ Alternate Dates: _____

Event Times / Schedule: _____

Expected Attendance: _____

Description / Age of Attendees: _____

Space Requirements

Please specify if your event will require any of the following items (YES/NO). If yes, please provide additional information requested:

General Session Space: _____ Stage Size / AV Setup: _____

Number of Attendees: _____

Seating Style (Theater / Classroom / Rounds): _____

Meeting / Breakout Rooms: _____ Number of Breakouts: _____

Number of Attendees: _____

Seating Style (Theater / Classroom / Rounds): _____

Exhibit Space for Vendors: _____ Number of Vendors: _____

Approximate Square Footage: _____

Table-Top Exhibits or Booths: _____

Will vendors require electricity? _____

Food Functions: _____ Number of Food Functions: _____

Telecommunications / Internet Needs: _____

Audio Visual Needs: _____

Other Information

Please respond regarding the following items (YES/NO). If yes, please provide additional information requested:

Does the event require hotel rooms? _____ Peak Room Nights: _____ Total Room Nights: _____

Is this a public, ticketed event? _____ Will tickets be sold in advance? _____

Will tickets be sold on-site / day-of? _____

Ticket Prices: _____

Is this a private event? _____ Is pre-registration required? _____

Will items be sold at the event? _____ List items to be sold: _____

Does company have a corporate general liability insurance policy? _____

Would you like your event posted on our website? _____

Food & Beverage

Please specify if your event will require any of the following items (YES/NO). If yes, please provide additional information requested:

Food & Beverage Service: _____ Meal Times (Breakfast / Lunch / Dinner): _____
Break Times (AM / PM): _____
Alcohol: _____ Open Bar / Cash Bar: _____
Cultural Food Requirements: _____ Please Specify: _____

Aramark is the exclusive food and beverage provider of the Greater Richmond Convention Center. All bars will be operated by Aramark, as they are the administrator of the on-site ABC License. No percentage of profits will be shared from alcohol sales, concessions, or any other food and/or beverage order.

Additional Comments

Please provide any additional information / special requests not previously covered. _____

Event History & References

Is this a first time event? (YES/NO) _____ If no, please complete section below.

In the event that you and/or your associates have not planned an event in the past, you may leave the following area blank. If you do have event planning experience, please fill out the following information regardless of the similarity to your current and past events.

Event Name: _____
Event Dates: _____
Venue Name: _____
Venue Location (City, State): _____
Contact Name: _____
Contact Phone Number: _____ E-Mail: _____

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On behalf of the Greater Richmond Convention Center team, thank you for your interest in our facility and for your prompt attention in providing us with this vital event information. If you have any questions, please call 804-783-7334 or fax (804) 225-0508

Email: Erin Hawkins, Sales Coordinator, at EHawkins@greaterrichmondcc.com

Mailing Address:

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Attn: Sales Coordinator
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