

# Reunion Planner "Request for Proposal" (RFP) Form

RFP for groups of 20 or more

The Branson/Lakes Area Convention & Visitors Bureau (CVB) offers this service at no cost or obligation. Please make a copy of this form, complete the information requested and either mail, fax, or email this form back to the CVB.

Today's Date: \_\_\_\_\_ Deadline for Proposals: \_\_\_\_\_

**Please check one:**

- I want to receive the RFP's directly from the Branson Business Community. (Quicker Response)  
 I want the CVB to collect all RFP's and then mail them to me. (2 -3 Weeks to process)

**Please check one: I prefer to receive the RFP's via:**  EMAIL  POSTAL MAIL  No Preference

## Planner & Reunion Information

**Please check one:**  Military  Family  Class  Other \_\_\_\_\_

Reunion Name: \_\_\_\_\_ Date of Reunion: \_\_\_\_\_

Planner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you the Decision Maker?  Yes  No If no, Who is the Decision Maker? \_\_\_\_\_

When do you plan on making the decision on the Properties and/or Destination?: \_\_\_\_\_

## Lodging & Banquet Information

**Would like information on (check all that apply):**

- HOTELS  CABINS  CONDOS  RV/CAMPSITES  HOMES (Nightly Rentals)

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Are dates flexible:  Yes  No

Est. # of Attendees: \_\_\_\_\_ Est. # of Rooms: \_\_\_\_\_ Desired Rate Range: \$ \_\_\_\_\_

Est. # of Campsites: \_\_\_\_\_ Desired Rate Range: \$ \_\_\_\_\_ Hospitality Room:  Yes  No

Need Additional Meeting Space:  Yes  No Requesting Banquet and/or Catered Meals:  Yes  No

Date: \_\_\_\_\_  Breakfast  Lunch  Dinner Est. # of Attendees: \_\_\_\_\_

Date: \_\_\_\_\_  Breakfast  Lunch  Dinner Est. # of Attendees: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## Branson/Lakes Area Information

**Would like information from the following (check all that apply):**

- Theatres/Shows  Attractions  Golfing  Transportation Providers  
 Boating  Shopping  Restaurants  Photography

Would like to receive information from Group Packagers/Planners located in Branson?  Yes  No

## Reunion History & Additional Information

Year: \_\_\_\_\_ City/State: \_\_\_\_\_ Hotel: \_\_\_\_\_

# of Attendees: \_\_\_\_\_ # of Rooms Blocked: \_\_\_\_\_ Room Rate: \$ \_\_\_\_\_

Year: \_\_\_\_\_ City/State: \_\_\_\_\_ Hotel: \_\_\_\_\_

# of Attendees: \_\_\_\_\_ # of Rooms Blocked: \_\_\_\_\_ Room Rate: \$ \_\_\_\_\_

What other destinations are you considering? \_\_\_\_\_

What made you consider Branson, Missouri for your Reunion/Group? \_\_\_\_\_

For more information contact:

Kimberly Carr, Leisure Groups & Reunions Coordinator, [KCarr@bransoncvb.com](mailto:KCarr@bransoncvb.com) or 1-800-214-3661, ext. 317  
Branson/Lakes Area Convention & Visitor Bureau P.O. Box 1897 • Branson, MO 65615  
Office 417-334-4084 • Fax 417-334-4139 • [ExploreBranson.com](http://ExploreBranson.com)