

**Request for Proposal**  
**NSA DaNang Association**

**Bill Neal, Reunion Planner, 159 Worningford Drive, Taylorsville, KY 40071**  
**BillNealMail@gmail.com (502) 817-7246 Bill's cell**

The NSA DaNang Association meets any Week in April or early May (Sunday afternoon thru Sunday morning) except during Easter weekend. We move from the Eastern to the Western portion of the US and repeat.

Normally, we book 15/75/100/100/100/100/100 with a 30-day cut-off.

We request a group room-pick-up weekly from 90 days out till the reunion week.

Complimentary sleeping room for the Reunion Planner and his wife for up to **nine (9) nights on the Concierge level, if applicable.**

Complimentary sleeping for another attendee and his wife for up to **seven (7) nights.**

**Planner points for Reunion** Planner, Bill Neal, for group room nights, group meals and group beverages, including the cash bar.

**Complimentary Hospitality Space:**

- \* Three tables for registration inside the hospitality space. We bring clothing that is ordered by the members.
- \* Six to Eight tables and chairs set up with white table covers to accommodate the group with a flow of attendees, extra chairs along the wall to be added as needed.
- \* Two tables for "individually" packaged snacks and bottled water, soda, alcoholic beer & wine beverages). These items will be brought into the room by the group planner. The hotel to furnish two tubs with Ice, to be filled as needed.
- \* 4-6 long tables along a wall to accommodate the raffle items brought in by the members. The raffle will be held on the last night of the reunion after the banquet.

1. We have our business meeting in the hospitality room on Sat. morning at 9 a.m. with all attending
2. Complimentary airport shuttle to and from the airport for attendees, if available (about 50% fly into the cities) Complimentary local shuttle to area within close range of hotel (3-5 miles), if available, with (advance) notice given by attendees
3. Complimentary wine and cheese reception for group, normally on Monday at 5 PM.
4. Complimentary Internet Service and Complimentary parking for all guest rooms
5. Room rate for two that includes a full hot breakfast each morning of their stay, with the same rate three nights before and after the reunion, with a 30-day cut-off for reservations made individually, prior to start of reunion.
6. **No Attrition clause.**
7. **No food and beverage minimum.**

We need Prices to be in the Proposal and Contract for an (all-inclusive per person) meal of the chef's choice at the hotel on Saturday night that includes three entrees of fish, beef, and chicken, salad, vegetables, bread, coffee, tea, and desert, for **approx. 150 – 200 +/- people.**

\*\*\*No menus needed.

\*\*\*Possibly a 2<sup>nd</sup> group mid-week (late lunch or early evening) meal.

Cash Bar with all Group meals prior and during the event.

## NSA DaNang Reunion Questionnaire for host hotel

Group: \_\_\_\_\_  
Hotel: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

1. Handicap Parking Spaces # \_\_\_\_\_
2. First floor ADA rooms # \_\_\_\_\_, Other Floors # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
3. Hotel Complimentary wine and cheese reception for group on 1<sup>st</sup> or 2<sup>nd</sup> evening  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Comp sleeping room for the planner and his wife for up to eight nights  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Complimentary sleeping room for another member (to be determined) for up to six nights  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Planner Points (if available) for Bill Neal, for revenue of all group meals and group's quest room  
Yes \_\_\_\_\_ No \_\_\_\_\_
7. **Complimentary Hospitality Space** to accommodate attendees: 1800 – 2500 Sq. Ft.
  - o Registration table (Three inside the hospitality room)
  - o Tables set up to accommodate the group up to 10 rounds
  - o 2 or 3 Tables for snacks and beverages brought in by our group (cleanup & ice as needed).
  - o Group is allowed to bring individually packaged snacks, water, soda and **alcoholic beverages** into the Hospitality Space.
  - o 5 to 8 long tables along a wall to accommodate the raffle items brought in by the members, which will be raffled off on the last night after the banquet.
  - o Two (2) long tables to accommodate the photo books, etc. brought in by members
  - o Projection screen & podium with mikeYes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
8. Complimentary Internet Service in all guest rooms  
Yes \_\_\_\_\_ No \_\_\_\_\_
9. Microwave in the guest rooms  
Yes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
10. Mini refrigerators in the guest rooms  
Yes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
11. Complimentary parking for all guest rooms  
Yes \_\_\_\_\_ No \_\_\_\_\_
12. Room rate for two that includes a full hot breakfast each morning of their stay, with the same rate three nights before and after the reunion.  
Yes \_\_\_\_\_ No \_\_\_\_\_
13. **No Attrition clause or food and beverage minimum**  
Yes \_\_\_\_\_ No \_\_\_\_\_
14. Complimentary airport shuttle to and from the airport for attendees, about 50% fly into the cities  
Yes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
15. Complimentary local shuttle to area within close range of hotel (3-5 miles), with advance notice  
Yes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
16. Full Service Restaurant  
Yes \_\_\_\_\_ No \_\_\_\_\_, explain \_\_\_\_\_
17. \*\*\*Three Meat Banquet (Chef's Choice) at the hotel, on last evening (Saturday).  
Yes \_\_\_\_\_ All Inclusive \$ \_\_\_\_\_ No \_\_\_\_\_
18. \*\*\*Possible 2<sup>nd</sup> meal at the hotel, during the week. This would be a lighter 2/3 meat buffet menus.  
Yes \_\_\_\_\_ All Inclusive \$ \_\_\_\_\_ No \_\_\_\_\_
19. Cash bar during all group meals\*\*\*  
Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*We need an all-inclusive price for both Group meals in the hotel that would have a Cash Bar.

\*\*\* Saturday night's Cash Bar to start 1 hour prior to the meal & finish approx. 2 hours afterward.