



THE PREMIUM EXECUTIVE PLANNER

HOME | ABOUT US | LOGIN & ENQUIRY | HOTELS | TRAVEL PACKAGES | ACTIVITIES | DINING | VENUES | CASE STUDIES

Download printable forms: [I/G RFP](#) and [MICE RFP](#)

Request For Proposal

Name :	<input type="text"/>	
Title :	<input type="text"/>	
Company :	<input type="text"/>	
Address 1 :	<input type="text"/>	
Address 2 :	<input type="text"/>	
City :	<input type="text"/>	Zip code: <input type="text"/>
Country :	<input type="text" value="--Select Country--"/>	
Tel. Office :	<input type="text"/>	Mobile : <input type="text"/>
Email Address :	<input type="text"/>	Fax No. : <input type="text"/>
Website :	<input type="text"/>	

<input type="radio"/> Individual / Group Enquiry	<input type="radio"/> MICE RFP
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Business Type	<input type="text" value="Meeting Planner"/>
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Program Details

Group / Program Name	<input type="text"/>
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Type of Program	<input type="checkbox"/> Meetings	<input type="checkbox"/> Events
	<input type="checkbox"/> Conferences / Conventions	<input type="checkbox"/> Meetings / Incentives
	<input type="checkbox"/> Incentives	

Company Profile	Organization Background <input type="text"/>
	Goals/ Objective of program <input type="text"/>
	History of Program (Frequency) <input type="text"/>
	Industry / Area of Business <input type="text"/>

Program Destination	Past DMC / Companies used (if any) <input type="text"/>
	Past Destinations (Please Specify) <input type="text"/>
	New Destination choice <input type="text"/>
	Preferred Destinations (Please specify if more that 1) <input type="text"/>

	<input type="text"/>
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Attendee numbers / Profile of Attendees	Expected No of Attendees :	<input type="text"/>
	Maximum No of Attendees :	<input type="text"/>
	No of Male / Female	<input type="text"/> / <input type="text"/>
	Age Group	<input type="text"/>
	Profession	<input type="text"/>
	<input type="checkbox"/> Individuals	<input type="checkbox"/> Couples

Budget Estimates (Please Indicate Currency Type)	<input type="text"/>
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Proposed Dates	<input type="text"/>
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Accommodation Requirements

Hotel Category	Date In	<input type="text"/>			
	Date Out:	<input type="text"/>			
	Choose a Hotel	<input type="text"/>			
	No. of Rooms:	<input type="text"/> Single	<input type="text"/> Twin	<input type="text"/> Double	<input type="text"/> Triple
	Meals	<input type="checkbox"/> Daily Breakfast	<input type="checkbox"/> Daily Lunch	<input type="checkbox"/> Daily Dinner	
	Remarks or special Requests if any (if meals are not daily, please specify the dates)	<input type="text"/>			

Breakfast Required	<input type="checkbox"/> Set	<input type="checkbox"/> Buffet
	Please state date as required: <input type="text"/>	

Transfer Requirements

Flight Information	Arrival date	<input type="text"/>	
	Departure Date	<input type="text"/>	

Transfer Requirements	Number of Pax	<input type="text"/>	
	Vehicle type	<input type="checkbox"/> Standard Car	<input type="checkbox"/> Air-Conditioned Coaches
		<input type="checkbox"/> Limousine	


Meet and Greet Services	<input type="checkbox"/> Uniformed Staff	<input type="checkbox"/> Aerobridge VIP
	<input type="checkbox"/> Costumed Staff	<input type="checkbox"/> Others

M / I / C / E Requirements

Meeting / Conference	<input type="text"/>
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Requirements

General / Plenary Session

Set-up : Classroom 

Date: 

Breakout Sessions

Set-up : Classroom 

Date : 

Remarks

Is there any other information we need to know? (Please Specify)

Audio Visual Requirements

Audio Visual Requirements

Overhead Projector

Slide Projector

LCD Projector

Video / Cameras

TV / PC /Floor Monitors

Flip Chart

Screen (Front/Rear Projector)

Easels

Sound System

Microphone (wireless, handheld)

Others

Stage Podium

Landscaping

Laptops

Simultaneous Translation Equipment

Broadband / Wireless / Internet Access

FOOD & BEVERAGE REQUIREMENTS

Lunch / Dinner

Venue in Hotel:

Banquet Buffet Boxed Plated Set

Type of Food International Western Chinese Banquet

Other (please specify)

Beverage Requirements Beer, Wine & Soft Standard Premium open bar

Others (pls specify)

Outdoor Catering:

Banquet Buffet Boxed Plated Set

Type of Food International Western Chinese Banquet

Other (please specify)

Beverage Requirements Beer, Wine & Soft Standard Premium open bar

Others (please specify)

Is there any other information we need to know? (please specify)

REGISTRATION & CREATIVES

Online / Registration

Home Page / Mast Head

Report Generation


Data Management

Collaterals Design & Production	<input type="checkbox"/> Logo	<input type="checkbox"/> Signage/Banners/Posters
	<input type="checkbox"/> Conference Kit	<input type="checkbox"/> Stage/Set Build
	<input type="checkbox"/> Invitation	<input type="checkbox"/> Others
	<input type="checkbox"/> Menus / Placecards / Newsletters	

PROGRAM ACTIVITIES

Activities	<input type="checkbox"/> Pre /Post Tours	<input type="checkbox"/> Team Building
	<input type="checkbox"/> Spouse Program	<input type="checkbox"/> Sightseeing

Special Interests	<input type="checkbox"/> Golf	<input type="checkbox"/> Adventure
	<input type="checkbox"/> Spa & Wellness	<input type="checkbox"/> Kids Program
	<input type="checkbox"/> Shopping	<input type="checkbox"/> Culinary

Special Events / Dinners	<input type="checkbox"/> Opening or Closing Ceremony	
	Requirements:	
	<input type="radio"/> Formal	<input type="radio"/> Casual
	<input type="radio"/> Sit Down	<input type="radio"/> Standing
	<input type="radio"/> Intenational	<input type="radio"/> Asian
	<input type="radio"/> Set	<input type="radio"/> Plated
	<input type="radio"/> Banquet	<input type="radio"/> Buffet
	<input type="radio"/> Boxed	
	<input type="radio"/> Beverage (please specify)	
	<input type="text"/>	
	<input type="radio"/> Themed	<input type="radio"/> Decor
	<input type="radio"/> Entertainment	
	<input type="radio"/> Others (please specify)	
	<input type="text"/>	
	<input type="radio"/> Indoor	<input type="radio"/> Outdoor
Date:		
<input type="text"/>		
		
<input type="checkbox"/> Welcome Reception & Cocktails		
Requirements:		
<input type="radio"/> Formal	<input type="radio"/> Casual	
<input type="radio"/> Sit Down	<input type="radio"/> Standing	
<input type="radio"/> Intenational	<input type="radio"/> Asian	
<input type="radio"/> Set	<input type="radio"/> Plated	
<input type="radio"/> Banquet	<input type="radio"/> Buffet	
<input type="radio"/> Boxed		
<input type="radio"/> Beverage (please specify)		
<input type="text"/>		
<input type="radio"/> Themed	<input type="radio"/> Decor	
<input type="radio"/> Entertainment		
<input type="radio"/> Others (please specify)		
<input type="text"/>		

Indoor Outdoor

Date:


Awards Dinner
Requirements:

Formal Casual

Sit Down Standing

Intenational Asian


Set Plated Banquet Buffet Boxed

Beverage (please specify)

Themed Decor Entertainment

Others (please specify)

Indoor Outdoor

Date:


Gala Dinner
Requirements:

Formal Casual

Sit Down Standing

Intenational Asian

Set Plated Banquet Buffet Boxed

Beverage (please specify)

Themed Decor Entertainment

Others (please specify)

Indoor Outdoor

Date: 

Dine A-rounds
Requirements:

Formal Casual

Sit Down Standing

Intenational Asian

Set Plated Banquet Buffet Boxed

Beverage (please specify)

Themed Decor Entertainment

Others (please specify)

Indoor Outdoor

Date: 

Themed Events Requirements:

Formal Casual

Sit Down Standing

International Asian

Set Plated Banquet Buffet Boxed

Beverage (please specify)

Themed Decor Entertainment

Others (please specify)

Indoor Outdoor

Date: 

Hospitality Desk Service Desk at Venue
 On-site Registration Desk

Secretariat On-site Secretariat Conventions/Congress Secretariat

Room Drops / Gifts Welcome Pack VIP Gifts
 Welcome Gifts

OTHERS

Is there any other information we need to know? (please specify)

DEADLINE

Deadline for Proposal Submission 

SEND