

Merle Manders Conference Center

Request for Proposal

Company/Organization Name	
Contact Name	
Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
Email address	

Type of meeting/event	
Desired date(s)	
Time needed for meeting/event	
Type of setup needed	<ul style="list-style-type: none">• Classroom style• Auditorium style• Banquet style- round tables• Other
Estimated number of attendees	
Additional needs/requirements (optional)	
Budget (optional)	
Additional information:	