

E-mail:

Corporate/group inquires:

Wedding inquiries:

General inquires:

[groups@avalonhotelandspa.com](mailto:groups@avalonhotelandspa.com)

[weddings@avalonhotelandspa.com](mailto:weddings@avalonhotelandspa.com)

[reservations@avalonhotelandspa.com](mailto:reservations@avalonhotelandspa.com)

Please complete and fax to the attention of Group/Events Sales Coordinator at 503-802-5830. You can fill out this form online then fax or simply email the completed PDF to [groups@avalonhotelandspa.com](mailto:groups@avalonhotelandspa.com)



## Request for Proposals

### Contact Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>	Company Name	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>

### Event/Meeting Information

Event/Meeting Name	<input type="text"/>	Total Guests	<input type="text"/>
Preferred Arrival Date	<input type="text"/>	Pref. Depart Date	<input type="text"/>

### Hotel Room Requirements.

Please enter approximate maximum number of each room type you may need.

Single/King	<input type="text"/>	Double	<input type="text"/>	Suite	<input type="text"/>
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<b>Main meeting/event room:</b>	(Y/N) <input type="text"/>	Guests (#) <input type="text"/>	Start Date: <input type="text"/>	End Date: <input type="text"/>
(Please specify setup style: Theater, Conference, Exhibits, Trade Show, Classroom, Reception, Banquet) <input type="text"/>				

<b>Breakout room/s:</b>	(Y/N) <input type="text"/>	Guests (#) <input type="text"/>	Start Date: <input type="text"/>	End Date: <input type="text"/>
(Please specify setup style: Theater, Conference, Exhibits, Trade Show, Classroom, Reception, Banquet) <input type="text"/>				

### Audio/Visual Needs (Please add any details or other requirements below)

<input type="checkbox"/> Flip Chart	<input type="checkbox"/> Overhead Projector Screen	<input type="checkbox"/> 35mm Slide Projector	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> Video Projector	<input type="checkbox"/> Audio Taping	<input type="checkbox"/> Video Taping	<input type="checkbox"/> Rear Screen

### Food and beverage.

Please check any food and beverage services you may need, add further details below if needed.

Breakfast <input type="checkbox"/>	AM Coffee Break <input type="checkbox"/>	Lunch <input type="checkbox"/>	PM Coffee Break <input type="checkbox"/>	Dinner <input type="checkbox"/>	Reception <input type="checkbox"/>
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### Additional Comments/Requests: