

# REQUEST FOR PROPOSAL

(HOTEL OR RESTAURANT)

To: \_\_\_\_\_ F&B Department

Fax No: \_\_\_\_\_

Please send me a proposal for holding a function at your facility. Please see specifics about the function below. I can be reached at the numbers and/or emails listed:

My Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## FUNCTION DETAILS

Type of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Food/Drink Budget: \_\_\_\_\_ Open Bar for \_\_\_\_\_ Hours

Type of Meal Service: \_\_\_\_\_

Menu Considerations: \_\_\_\_\_

Additional Items Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form Provided by:  **Guam Diner**

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