



Convention & Visitors Bureau Request For Meetings Proposal

Our Meeting Planner RFP makes it easy to check space and availability for your next meeting in Marshall without having to pick up the phone. Just fill out the RFP below, **Fax (903) 935-9982** or email it to us cvb@visitmarshalltexas.org, and we will return an answer as soon as we get it!

Organization/Company Name: _____

Meeting Name: _____

Contact Name: _____ Contact Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Fax: _____

Email: _____

General Information

Pattern (ex. Sun.-Thurs.): _____ Meeting Dates (Please include month and year): _____

Number of Hotel/Motel rooms for peak night: _____

Meeting space requirements: _____

Other sites under consideration: _____

Meeting history (year, city/state, hotel): _____

Would you like additional information about unique off-site activities?: Yes No

Response Due Date: _____ Decision Date: _____

Thank you for considering Marshall, Texas for your next group function. Please do not hesitate to contact us at (903) 935-7868 x12 with any additional questions.