



Office of Conferences and Special Events
 Oregon State University, 100 LaSells Stewart Center, Corvallis, Oregon 97331
 T 541-737-9300 | F 541-737-9315 | <http://oregonstate.edu/conferences/>

Request for Proposal

Thank you for your interest in Oregon State University as a meeting destination. Please follow these simple instructions and we will send you a bid within two working days.

1. Complete one RFP form for each meeting or event you need to plan.
2. Print out the form and fax to (541) 737-9315.
3. Need help? Call us at (800) 678-6311.

Name _____

Affiliation _____

Address _____

City _____ State/Province _____ Zip Code/Postal Code _____

Telephone () _____ - _____ Fax () _____ - _____ Email _____

Group History (Please list previous facilities used & dates)

Oregon State University should follow up by: Phone Fax Email

Proposal Deadline (mm/dd/yy): Decision Date (mm/dd/yy):

Meeting Dates

Start Date _____ End Date _____ Total # of People _____

Overnight Room Types Preferred	Room & Types	Baths
_____ Residence Halls	_____ # of Singles	_____ Shared
_____ Suite Style/Apartment	_____ # of Doubles	_____ Private
_____ Hotel-Like	_____ # of Triples	_____ Any Okay
_____ On-Site Hotel	_____ # of Quads	
_____ Nearby Hotels Okay	_____ # of any Combo	
_____ Any Combination Okay		

Thank you for your interest in Oregon State University! We would love to have you for a site visit at your convenience. Please call us at 1-800-678-6311 to make arrangements.



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Meeting Requirements

General Session: Theater Classroom Other

of People Days Needed: (i.e. Su,M,T,W,Th,F,Sa)

A/V Needs:

Details:

Breakout Space: Theater Classroom Other

of People Days Needed: (i.e. Su,M,T,W,Th,F,Sa)

A/V Needs:

Details:

Exhibit Space (sq. ft.) _____

Food/Beverage Functions (Please note all meal functions required including all breaks, receptions, lunches, etc. along with the expected attendance at each)

Suggested Budget Including Facility Rentals, Meals, A/V, Lodging: _____ (total per person)

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