Sample RFP

Title Page:

[Event Name]

Request for Proposals [Alternately "Presenter Registration" if you want to accept everyone who applies rather than review proposals]

[Event Date]

[Event Location]

[RFPs or Registration] due by [due date]

Thank you for your interest in participating in [event name, date, location]. This event [short description, who does it serve, what are its goals? E.g. This multi-school event offers 8th grade students a chance to think about the future and engage in hands-on activities related to dozens of careers]. Please fill in your workshop information below so we can share with students as well as provide you with adequate space and materials.

Schedule for the day:

[List presenter arrival, workshop, and departure times and if any meals are included or if they're invited to join for lunch]

1. Presenter Info*
   a. Presenter Name(s):
   b. Organization(s):
   c. Job Title(s):
2. Contact Info*
   a. Email Address(es):
   b. Phone Number(s):
3. Workshop title*:
4. Brief description of workshop (what students learn, hands-on activity, etc.)*:
5. If chosen, how would you like the description to read in the program (please keep to 305 sentences)?*:
6. Maximum number of participants*:
7. Room needs (sink, computers, projector, speakers, big space, etc.):
8. Any other questions or comments:

Questions with a * require an answer

SAMPLE EXHIBITOR REGISTRATION

Title Page:

[Event Name]

Exhibitor Registration

[Event Date]

[Event Location]

Registration due by [due date]

Thank you for your interest in participating in [event name, date, location]. This event [short description, who does it serve, what are its goals? E.g. This multi-school event offers 8th grade students a chance to think about the future and engage in hands-on activities related to dozens of careers]. Please fill in your exhibitor information below so we can share with attendees as well as provide you with adequate space. Contact [your name, email and/or phone number] with any questions on filling out this form.

Schedule for the day:

[Describe set up, breakdown, and times when attendees will be present]

1. Program/organization name (as you would like to be listed on event materials)*:
2. Name(s) of people who will be attending*:
3. Contact Info*
   a. Email Address(es):
   b. Phone Number(s):
4. Brief description of your exhibit (what students learn, hands-on activity, giveaways etc.)*:
5. Approximately how many students can participate in this activity at one time?* [If applicable to your event]
6. Approximately how long will students spend doing this activity?* [If applicable to your event]
7. Will you require access to power? If yes, how many outlets will you require? Also, if you will require something other than a standard outlet please describe.
8. Will you require a table? If yes and you will require more than one table, please describe.
9. Will you need chairs (for yourself or for students)? If yes, please list how many.
10. Will you require access to Wi-Fi?
11. Do you need funds to support supplies or bringing this activity? If yes, please describe and please note that funding is contingent on approval. [If applicable to your event]
12. Lunch will be provided; do you have any of the following dietary restrictions? [If applicable to your event]
    a. Vegetarian
    b. Vegan
    c. Gluten free
    d. Dairy Free
    e. Nut allergies
    f. Other (please specify)
13. Is there anything else you require, or anything else we should know?

Questions with a * require an answer