



## DESTINATION:

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**Randi Weaver**  
**General Manager**

## CONTACT

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PHONE:  
772-321-8535

WEBSITE:  
[www.ymrc.net](http://www.ymrc.net)

EMAIL:  
[ymrcusa@gmail.com](mailto:ymrcusa@gmail.com)

## RFP FOR HOSTING A YMRC EVENT

### PAID AND COMP ROOMS



**PAID ROOMS** – up to 20-30 rooms for 3 nights. Suppliers are responsible for room charges and any/all incidentals. Room rate to be set by the host hotel



**COMP Rooms** – up to 20-30 rooms for pre-qualified Military Reunion Planners for 3 nights and complimentary parking



**Staff Suite** – Up to Two (2) comp suites for YMRC staff for up to 4 nights

### MEETING SPACE & A/V

*Host hotel must have a minimum of 2000 sq. ft. of meeting space and meeting space provided is complimentary*



Meeting space for two (2) hours (2pm to 4pm) on Day 1 – Ability to accommodate up to 60 people



Two (2) wireless microphones + podium to be used on Day 1



Meeting space for three (3) hours on both Day 2 & Day 3



One (1) complimentary wireless microphone  
*\*layout will be provided by YMRC*

**F & B** -F& B cost for Planners are sponsored by host hotel, CVB, and/or off-site sponsors



**Day 1** – Reception (heavy hors d'oeuvres) for Planners & Suppliers



**Day 2** – Breakfast for Reunion Planners – Will need rate for Suppliers who wish to attend



**Day 2** – Coffee/tea/water station during workshops and marketplace



**Day 2** – Light Lunch for Reunion Planners – will need rate for Suppliers who wish to attend



**Day 2** – Dinner for Reunion Planners (sponsorship opportunity at the discretion of host hotel/host CVB) – Will need rate for Suppliers who wish to attend



**Day 3** – Breakfast for Reunion Planners – Will need rate for Suppliers who wish to attend



**Day 3** – Light Lunch for Reunion Planners – will need rate for Suppliers who wish to attend



**Day 3** – Farewell Dinner for Reunion Planners – will need rate for Suppliers who wish to attend

**FAM PORTION** – (Any/all cost of FAM are provided by host CVB, hotel, and/or sponsors)



Local transportation, tours, attractions, tour guides (if applicable) and drivers, including coach driver tips. – Will need rate for Suppliers who wish to attend

## Deadlines:

**Itinerary** – Due 90 days  
Prior to Event Date

**Final Itinerary** – Due 3  
Weeks prior to Event Date

**Rooming List** – 30 days Prior  
to Event Date

**Final Rooming List** –  
14 days Prior to Event Date

**Cancellation Deadline** –  
Must cancel prior to 90  
days out

### **Benefits:**

By Hosting a YMRC event  
you will receive (1)FREE  
registration to the event  
PLUS – one-year FREE  
Diamond Level YMRC  
membership!

In order to make your event as successful as possible YMRC will send several email blasts, social media campaign as well as a targeted calling program to obtain as many qualified reunion planners as possible to attend. We encourage you to promote the event with your database as well.

YMRC strives for a target minimum of 15 reunion planners for each event, however, we do not guarantee this or any number. Cancellations happen with this market, and therefore numbers can fluctuate at the very last minute.

The host will submit their Preliminary Itinerary to YMRC no later than 90 days prior to the event date and a Final Itinerary no less than 3 weeks prior to the event date.

YMRC will submit a Tentative Rooming list to the host hotel 30 Days prior to event dates and again at 2 weeks prior to the event date.

The Event cannot be cancelled less than 90 days prior to the event by either the host or YMRC.

**# of comp rooms you are willing to offer:** \_\_\_\_\_

*\*please note this will determine the number of attendees we have to set as our maximum.*

**Proposed Date for Event:** \_\_\_\_\_

**Proposed Host Hotel:** \_\_\_\_\_

**Host Representative:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Host Hotel Rep.:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_