1. **Context:** 14th Annual AC-119 Gunship Association Event planning & implementation under the guidance & decision-direction of the Points of Contacts **(**POC).
	1. Participants: Vietnam veterans, spouses, & guests; most are retirees.
	2. Historical numbers & trends provided
	3. AC-119 Gunship Association will contract & pay for all group events & meals.
		1. State Tax exemption will apply
		2. Guarantee deposits will be via Credit Card
		3. Final payments will be via check/cash.
	4. Individual attendees will pay for lodging
	5. An AC-119 Reunion Coordinator’s Guide is provided to clarify expectations, Lessons Learned, & details from prior reunions).
		1. Some Reunion Guide Tasks can be completed by either the POCs or the hotel/contracted event planner.
2. **POCs:**
	1. Jerry and Ellen Hester

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* 1. Wayne Laessig

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1. **Content & Service Inclusions:**
	1. **Required:**
		1. Hotel with Reunion Rates from September 23 through September 30, 2013
			1. Reunion rate will continue to apply after guaranteed availability cut-off date
			2. Full Breakfasts included within Lodging pricing, or reduced full Breakfast pricing
		2. Hospitality Room (called Hootch hereafter), in the Hotel, with beverages and munchies not to exceed local Military accessible pricing. NOTE: only for consumption ‘in’ the Hootch. The Hootch will also be closed during any events catered by the hotel.
		3. Friday Meet & Greet
		4. Saturday Meetings (held simultaneously in the morning)
		5. Saturday Banquet
		6. Sunday Farewell Barbeque or Picnic
	2. **Options:**
		1. Thursday Tour(s)
		2. Friday Tour(s)
		3. Sunday Golfing
2. **Selection Criteria (includes both overall & individual line item aspects):**
	1. Pricing (preference given for complimentary inclusions such as complimentary rooms per xx consumed rooms per night, Hootch or meeting room rentals, set up fees, cleaning fees)
		1. Pricing must reflect final charges (i.e. include federal, state, or local taxes, gratuity, etc)
	2. Quality of Events
	3. Event locations (preference given for events held in the Hotel and/or local ease of access, if not in the hotel)
	4. Prior Experience
	5. Option inclusions (preference given for type & quality)
3. **Reunion Coordinator’s Guide & History Spreadsheet provide historical & forecast numbers, & additional details.**
4. **Line Item Tasks: see Reunion Coordinator’s Guide & History Spreadsheet for historical & forecast numbers, additional details & considerations.**
	1. Hotel lodging for 425-450 room nights. See Coordinator’s Guide & History Spreadsheet
		1. Rate based on single/double occupancy (suites may be different)
		2. Shoulder date rates same as Reunion Event date rates (i.e. Sept 23 through 30)
	2. Hotel must Include Hospitality Room (called our Hootch) capabilities as follows:
		1. Size: the bigger the better. Our Hootch is a central gathering area for individuals & small groups throughout the Reunion. Hootch room must include multiple in-room rounds & chairs for small group gatherings as well as rectangular tables completely around the room sides for Reunion paraphernalia, raffle items, T-shirts
		2. Beverages: beer, regular & diet soda, water, wine
		3. Food: chips, dips, peanuts, pretzels
		4. Services: trash cans, daily ice, & clean-up
		5. Reunion Registration Table: usually outside the Hootch or near the Hotel Lobby
	3. Friday Evening Meet & Greet for 225-250. See Coordinator’s Guide & History Spreadsheet
		1. Heavy hors d’oeuvres adequate for meal
		2. Pay-As-You-Go Bars (2)
		3. Microphone (wired ok but hand-held better)
	4. Saturday morning Membership Meeting with theater seating for 125-150.
		* 1. Coffee, Bloody Mary’s (pitchers)
			2. Projection Screen or wall big enough to project onto (we use our own computer/projector)
			3. Microphone (wired ok but hand-held better)
	5. Saturday morning Spouse’s Breakfast & Meeting in separate room or part of the Breakfast area for 25-50
	6. Saturday evening Banquet for 225-250. See Coordinator’s Guide & History Spreadsheet
		1. 3 Meal options to be coordinated with POC (usually beef, chicken, & fish)
			1. Two bottles of wine per table of 10-12 and/or “corkage fee” if we provide the wine
		2. Room Set up in rounds of 10-12
			1. Numbers on tables; provide Room/Seating diagram (sample attached; we’ll blow it up to poster size for folks to reserve their seating)
			2. 3 rectangular tables set up in front or side for raffle items
			3. Head Table in front
			4. Podium with Microphone in front (wired ok but hand-held better)
		3. POW Ceremony (single seat, small table set separately per POC’s guidelines)
		4. Pay-As-You-Go Bars (2)
	7. Farewell Event for 150. See Coordinator’s Guide & History Spreadsheet
		1. Barbeque or similar fare (at least two meats)
		2. Pay-As-You-Go Bar (1)
		3. Microphone (wired ok but hand-held better)
5. **Deliverables**: Please provide overall & line item pricing for content & services to the POCs for review before 31 July 2012. Selection will be based on best blend & balance that meet Selection Criteria for Required & Optional Line Item Tasks. Separate proposals for Hotel Lodging (booking) and Reunion Events/Services are acceptable.
	1. **Address all the following.**  Include any out-sourced or additional contracts that you will not directly manage.
		1. Hotel
		2. Hootch
		3. Meet & Greet
		4. Association Meetings
		5. Banquet
		6. Farewell Event
		7. Golfing
		8. Tour (1)
		9. Tour (2)
		10. Total Quote