

**UC San Diego Local Agreement Hotel Program
Mini-Bid Form**

Instructions to UC San Diego (Group Contact): Complete the following, and send to Hotel(s) in the Local Agreement Hotel Program.

Event Details
Event Name
Description
Response Needed By

Service Requirements – Banquet/Meeting Events
Estimated Attendees
Event Start Date
Event End Date
Flexible Dates?
Facility Requirement(s)

Service Requirements – Guest Room Block
Estimated Quantity Rooms/Night
Check-In Date
Check-Out Date
Flexible Dates?
Guest Room Requirement(s)

Group Contact Information
Name
Department
Phone Number
Email

Instructions to Hotel: Complete the following, with proposed pricing. Group Contact will contract you directly if they chose to proceed, at which time event details/logistics shall be finalized.

Hotel Proposal	
Guest Room Rate	Room Type
Food & Beverage Minimum	Meeting Rental Rate
Meeting Space Details	
Additional Notes	
Pricing Valid Until	

Hotel Contact Information
Name
Phone Number
Email