

**NEW SALES LEAD**

Williamsburg Tourism Council

Address: 421 North Boundary Street P.O. Box 3495 Williamsburg, VA 23185 USA

Phone: 757.253.2313

**Date:** October 01 2021  
**Created By:** Julia Smyth-Young  
**Response Due Date:** 10/01/2021  
**Decision Date:** 10/06/2021

**Organization:** HelmsBriscoe - Master Account  
**Meeting:** Army Strong Bonds AC-FY22-00497  
**Contact:** Valerie Armbruster  
 Regional Manager

**Address:** 5500 Shipley Court  
  
 Centreville, VA 20120

**Phone:** (703) 543-7550  
**E-Mail:** VArmbruster@helmsbriscoe.com

**MEETING REQUIREMENTS**

**Requested Dates:** 10/29/2021 to 10/31/2021  
**Meeting Dates:** 10/29/2021 to 10/31/2021  
**Alternate Dates:** to  
 to

**ROOMS FORECAST**

**Room Attendance:** 22  
**Requested Rooms:** 44

**Requested Peak:**

22

	Fri, 10/29/21	Sat, 10/30/21	Sun, 10/31/21	Mon, 11/01/21	Tue, 11/02/21	Wed, 11/03/21	Thu, 11/04/21
<b>Requested Rooms</b>	22	22					

**Required Space:****R&B Requirements:****Requirements/concessions:**

<b>NOTES</b>
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**Meeting Requirements:**

Rooming List, Master Billing

22 Adults

The hotel fills out Tab 1 only: "To be completed by Vendor."

Tab 2 is a Budget checker.

Tab 3 is the Event Profile with agenda details.

The form captures all costs, taxes, service charges and determines your hotel's feasibility for this program.

Answer all questions.

Room rates must be within government per diem and include free WIFI, parking, and commission applicable to HelmsBriscoe.

Williamsburg- Lodging: \$103. Meals: \$37/\$59/\$37 (Day 1/2/3)

Must stay within the budget of \$14,000.

Room rates must be inclusive of applicable commission to HelmsBriscoe. Please include complimentary WIFI and parking.

Important note- must have premium WIFI in rooms: If COVID worsens, Chaplain will change the format to HYBRID, and attendees will meet virtually from their sleeping rooms.

Please provide an upgraded room for to Chaplain.

**Schedule of Events:**

See attached.

**Comments:**

Army Strong Bonds education/seminar

Refer to Excel attachment "RFQ Worksheet."

Per diem room rates and meals are a must.

Must provide a quote on the attached Excel document. Be sure to use the form designated for your city - per diem rates have already been inserted.

Quote must include all costs to be considered.

Time-sensitive - need quotes asap.

**Action Requested:**

Complete attached document(s) and submit directly to Valerie.