



AMC GROUP ADVENTURES: Request for Proposal (RFP) Form

STEP 1: CONTACT INFORMATION

Name: _____

Group/Company Name: _____

Address: _____

City/State/Zip: _____

Telephone (daytime): _____

Email address: _____

STEP 2: EVENT INFORMATION

Anticipated arrival date: ____/____/____ Anticipated departure date: ____/____/____

Are your dates flexible at all (circle one)? YES / NO

How many people do you expect for your event or trip? Adults: ____ Children: ____

What would best describe the type of group trip you're planning?

____ AMC Chapter trip ____ Youth/Camp ____ Corporate Retreat/Conference

____ Family/Friends Gathering ____ Recreational Group/Club ____ School/College Group

____ Religious Group ____ Adventure Travel Group ____ Other

STEP 3: ACCOMMODATIONS

Are you interested in (*check all that apply*):

____ AMC Highland Center at Crawford Notch

____ Joe Dodge Lodge at Pinkham Notch

____ Cardigan Lodge

____ White Mountain Huts

____ Maine Camps

____ Not sure or need suggestions

What room type (*check all that apply*)?

____ Private rooms (Highland Center only)

____ Shared bunk rooms

____ Shapleigh Bunk House (Highland Center only)

____ Camping (Cardigan Lodge only)

Is there anything else we should know regarding your accommodations?



STEP 4: MEETING SPACE

Do you need meeting space for your group? Yes No

If so, for how many people? Under 15 15-30 30-60 60+

Do you have a preferred set-up style? Do you need break-out rooms?

Will you need A/V equipment or meeting supplies?
(Please check all that apply. Not all items are available at all locations.)

LCD projector (s) slide projector overhead projector easels
 dry erase boards conference phone TV/DVD/VCR

Is there any other equipment that you need that you would like us to rent for you? If so, please explain.

STEP 5: FOOD AND BEVERAGE REQUIREMENTS

Are you interested in:

- Self-service (available only at Cardigan Lodge and White Mountain Huts during designated seasons)
- Full-service (Breakfast/Lunch/Dinner)
- MAP package (Modified American Plan — includes dinner/breakfast)
- Coffee service
- Appetizers/social hour

STEP 6: ACTIVITIES

Are you interested in custom education programs such as (check all that apply):

- Guided hikes / paddling / skiing
- Technical climbing (rock & ice) lessons
- Team building / leadership training
- Facility tours
- Wilderness First Aid (SOLO Certification)
- Nature walks and Naturalist programs
- Outdoor skills — orienteering, etc.
- Other (please explain below)

WHEN COMPLETED, PLEASE FAX ALL PAGES TO 603-278-4434, Attn: Group Sales.

Thank you!