



Guam Hotel and Restaurant Association

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December 11, 2009

MEMORANDUM:

TO: GHRA Hoteliers and Restaurateurs

FROM: President

RE: **PROGRESSIVE DINNER – REQUEST FOR PROPOSAL**

The Guam Hotel & Restaurant Association's Food & Beverage Committee will host its **10th annual Progressive Dinner** to support hospitality industry scholarships. This extraordinary fundraising event offers a full course meal extended between three/four-selected hotels/restaurants. Dinner guests will travel via bus/trolley from venue to venue, experiencing a single course of the planned four-course meal. We are now looking for the right partners to join our team as the host venues for this event.

To be considered as a host venue, you will have to submit and meet the following requirements:

- Ability to serve one course of a four-course meal, ranging from cocktails to desserts, at cost. (Note: The actual course to be prepared by the venue will be assigned by the F&B Committee)
- Ability to serve a maximum of 80 dinner guests.
- Provide the opportunity for guests to experience the dining pleasures of the selected island Restaurants or banquet facilities in one evening, with no more than 45 minutes per location.
- The selected properties will be asked to work with the theme selected by the F&B Committee.
- Agreement to provide proposed menu to be served in advance for a review and approval by the F&B Committee. (**MENU BUDGET: Appetizer, Salad, Dessert = \$14 / Main Entrée = \$40**)
- Agreement to provide menu taste testing for organizing committee.
- Property to provide entertainment related to theme.
- Property must provide for security and traffic control, both internally and externally, during course of event.

The **Progressive Dinner** is scheduled for **Saturday, June 5, 2010**. If you are interested in submitting a proposal, please reply no later than 5 p.m. on Friday, February 26, 2010. If you have any questions, please do not hesitate to contact Bina Garcia at the GHRA office via telephone 649-1447, fax 649-8565 or email bina@ghra.org.

FAX-IT-BACK

Please fax back to GHRA via 649-8565 no later than 5 p.m. on Friday, February 26th.

- Yes, I would like to be considered as a host venue for the *GHRA Progressive Dinner* on June 5th. I am able to provide the minimum requirements listed above and I understand that my interest is subject to review by the F&B Planning Subcommittee and the GHRA Board of Directors.
- No, I am unable to offer our property as a host venue for this *GHRA Progressive Dinner*.

Company Name: _____ Contact Person: _____

Telephone: _____ Facsimile: _____ Email: _____