



# Event Proposal

Arkansas DOE Educators Summit

890-65-65-196

Sunday, July 31, 2022 - Tuesday, August 02, 2022

Johnny Locke  
 Arkansas Department of Education  
 1234 Main Street  
 Downtown, Arkansas 65512

Dear Johnny Locke,

Thank you for your interest in hosting your event, **Arkansas DOE Educators Summit**, at our venue! Please see the proposed spaces and additional services below:

## EVENT TIMELINE

Date	Time	Function	Setup	AGR
8/1/2022	9:00A-10:00A	Breakfast - Keynote	Rounds of 10	150
8/1/2022	10:00A-10:45A	Session 1	Classroom for 175	150
8/1/2022	10:00A-10:45A	Session 1	Classroom for 175	150
8/1/2022	10:45A-11:00A	Break	Scattered Hightops in Prefunction Area	150
8/1/2022	11:00A-11:45A	Session 2	Classroom for 175	150
8/1/2022	11:00A-11:45A	Session 2	Classroom for 175	150
8/1/2022	12:00P-1:00P	Lunch	Rounds of 10	150
8/2/2022	9:00A-10:00A	Breakfast - Keynote	Rounds of 10	150
8/2/2022	10:00A-10:45A	Session 1	Classroom for 175	150
8/2/2022	10:00A-10:45A	Session 1	Classroom for 175	150
8/2/2022	10:45A-11:00A	Break	Scattered Hightops in Prefunction Area	150
8/2/2022	11:00A-11:45A	Session 2	Classroom for 175	150
8/2/2022	11:00A-11:45A	Session 2	Classroom for 175	150
8/2/2022	12:00P-1:00P	Lunch	Rounds of 10	150

## VENUE RENTAL

Date	Time	Room	Usage	Price	Total
7/31/2022	3:00 PM - 6:00 PM	Ballroom (All)	Move In		
7/31/2022	3:00 PM - 6:00 PM	Meeting Room 1	Move In		
7/31/2022	3:00 PM - 6:00 PM	Meeting Room 2	Move In		
8/1/2022	7:00 AM - 5:00 PM	Meeting Room 2	Event	\$250.00	\$250.00
8/1/2022	7:00 AM - 5:00 PM	Ballroom (All)	Event	\$2,000.00	\$2,000.00
8/1/2022	7:00 AM - 5:00 PM	Meeting Room 1	Event	\$250.00	\$250.00
8/2/2022	7:00 AM - 5:00 PM	Meeting Room 1	Event	\$250.00	\$250.00
8/2/2022	7:00 AM - 5:00 PM	Meeting Room 2	Event	\$250.00	\$250.00
8/2/2022	7:00 AM - 5:00 PM	Ballroom (All)	Event	\$2,000.00	\$2,000.00
<b>Subtotal</b>					<b>\$5,000.00</b>
<b>Rental Total</b>					<b>\$5,000.00</b>

## ITEM CHARGES

Time	Item/Title	Qty/Price	Subtotal	Total
	Handheld Microphone	2 Each @ \$0.00/Each	\$0.00	\$0.00
<i>Remember to test and bring extra batteries!</i>				

**Audio Visual**

Handheld Microphone	2 Each @ \$0.00/Each	\$0.00	\$0.00
<i>Remember to test and bring extra batteries!</i>			
House Sound	1 Each @ \$0.00/Each	\$0.00	\$0.00
House Sound	1 Each @ \$0.00/Each	\$0.00	\$0.00
Handheld Microphone	2 Each @ \$0.00/Each	\$0.00	\$0.00
<i>Remember to test and bring extra batteries!</i>			
Handheld Microphone	2 Each @ \$0.00/Each	\$0.00	\$0.00
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<i>Remember to test and bring extra batteries!</i>			
Handheld Microphone	2 Each @ \$0.00/Each	\$0.00	\$0.00
<i>Remember to test and bring extra batteries!</i>			
House Sound	1 Each @ \$0.00/Each	\$0.00	\$0.00
House Sound	1 Each @ \$0.00/Each	\$0.00	\$0.00
<b>Subtotal</b>			<b>\$0.00</b>
<b>Audio Visual Total:</b>			<b>\$0.00</b>

**Food & Beverage**

<u>Time</u>	<u>Item/Title</u>	<u>Qty/Price</u>	<u>Subtotal</u>	<u>Total</u>
	Freshly Brewed Caffeinated Coffee	12 Gallon @ \$65.00/Gallon	\$780.00	\$780.00
	Freshly Brewed Decaffeinated Coffee	4 Gallon @ \$65.00/Gallon	\$260.00	\$260.00
	Good Morning Continental Breakfast	150 Person @ \$20.00/Person	\$3,000.00	\$3,000.00
<i>Assorted Breakfast Pastries, Fresh Seasonal Cut Fruit &amp; Berries, and Fruit Yogurt.</i>				
<i>All Breakfast selections include Chilled Orange Juice, Freshly Brewed Starbucks Caffeinated &amp; Decaffeinated Coffee, Hot Tea, and Water.</i>				
<i>Designed for a minimum of 25 people. A Surcharge may apply if the minimum requirement is not met.</i>				
	Water Station	10 Gallon @ \$30.00/Gallon	\$300.00	\$300.00
	Wellness Break	150 Person @ \$22.00/Person	\$3,300.00	\$3,300.00
<i>Fruit Smoothies, Granola Bars, Fruit Kabobs, Trail Mix and Infused Water (Cucumber &amp; Mint, Orange &amp; Lime and Strawberry &amp; Kiwi).</i>				
<i>All Break Packages include Bottled Water.</i>				
<i>Designed for a minimum of 25 people.</i>				
<i>A surcharge may apply if the minimum requirement is not met.</i>				
11:30A - 1:15P	Assorted Soda (Coke Products)	165 Each @ \$4.00/Each	\$660.00	\$660.00
11:30A - 1:15P	Bottled Water	200 Each @ \$4.00/Each	\$800.00	\$800.00
11:30A - 1:15P	Chicken Salad Sandwich	130 Person @ \$21.00/Person	\$2,730.00	\$2,730.00
<i>Fresh Chopped Grilled Chicken tossed with Dried Cherries, Apricots, Currants &amp; Celery in a base of Cilantro Basil Dressing. Served on Sliced Jalapeño Cheddar Cornbread.</i>				
<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>				
<i>Designed for a minimum of 25 people.</i>				
<i>A surcharge may apply if the minimum requirement is not met.</i>				
11:30A - 1:15P	Grilled Veggie Wrap	40 Person @ \$21.00/Person	\$840.00	\$840.00
<i>Grilled Vegetables on a Wheat Wrap with Baby Greens, Pesto-Marinaded Zucchini, Carrots, Red &amp; Yellow Peppers and Portobello Mushrooms.</i>				
<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>				
<i>Designed for a minimum of 25 people.</i>				
<i>A surcharge may apply if the minimum requirement is not met.</i>				
	Freshly Brewed Caffeinated Coffee	12 Gallon @ \$65.00/Gallon	\$780.00	\$780.00

**Food & Beverage**

	Freshly Brewed Decaffeinated Coffee	4 Gallon @ \$65.00/Gallon	\$260.00	\$260.00
	Good Morning Continental Breakfast	150 Person @ \$20.00/Person	\$3,000.00	\$3,000.00
	<i>Assorted Breakfast Pastries, Fresh Seasonal Cut Fruit &amp; Berries, and Fruit Yogurt.</i>			
	<i>All Breakfast selections include Chilled Orange Juice, Freshly Brewed Starbucks Caffeinated &amp; Decaffeinated Coffee, Hot Tea, and Water.</i>			
	<i>Designed for a minimum of 25 people. A Surcharge may apply if the minimum requirement is not met.</i>			
	Water Station	10 Gallon @ \$30.00/Gallon	\$300.00	\$300.00
	Wellness Break	0 Person @ \$22.00/Person	\$0.00	\$0.00
	<i>Fruit Smoothies, Granola Bars, Fruit Kabobs, Trail Mix and Infused Water (Cucumber &amp; Mint, Orange &amp; Lime and Strawberry &amp; Kiwi).</i>			
	<i>All Break Packages include Bottled Water.</i>			
	<i>Designed for a minimum of 25 people.</i>			
	<i>A surcharge may apply if the minimum requirement is not met.</i>			
11:30A - 1:15P	Assorted Soda (Coke Products)	165 Each @ \$4.00/Each	\$660.00	\$660.00
11:30A - 1:15P	Bottled Water	200 Each @ \$4.00/Each	\$800.00	\$800.00
11:30A - 1:15P	Chicken Salad Sandwich	130 Person @ \$21.00/Person	\$2,730.00	\$2,730.00
	<i>Fresh Chopped Grilled Chicken tossed with Dried Cherries, Apricots, Currants &amp; Celery in a base of Cilantro Basil Dressing. Served on Sliced Jalapeño Cheddar Cornbread.</i>			
	<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>			
	<i>Designed for a minimum of 25 people.</i>			
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11:30A - 1:15P	Grilled Veggie Wrap	40 Person @ \$21.00/Person	\$840.00	\$840.00
	<i>Grilled Vegetables on a Wheat Wrap with Baby Greens, Pesto-Marinaded Zucchini, Carrots, Red &amp; Yellow Peppers and Portobello Mushrooms.</i>			
	<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>			
	<i>Designed for a minimum of 25 people.</i>			
	<i>A surcharge may apply if the minimum requirement is not met.</i>			
	<b>Subtotal</b>			\$22,040.00
	Service Charges			\$5,289.60
	Tax			\$1,818.30
	<b>Food &amp; Beverage Total:</b>			<b>\$29,147.90</b>

**Operations**

<u>Time</u>	<u>Item/Title</u>	<u>Qty/Price</u>	<u>Subtotal</u>	<u>Total</u>
	72" Round	16 Each @ \$25.00/Each	\$400.00	\$400.00
	Upholstered Chair	150 Each @ \$2.00/Each	\$300.00	\$300.00
	55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
	55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
	Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00
	Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00
	Presentation Clicker	1 Each @ \$20.00/Each	\$20.00	\$20.00
	Presentation Clicker	1 Each @ \$20.00/Each	\$20.00	\$20.00
	Projector	1 Each @ \$150.00/Each	\$150.00	\$150.00
	Projector	1 Each @ \$150.00/Each	\$150.00	\$150.00
	55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
	55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
	Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00
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	72" Round	16 Each @ \$25.00/Each	\$400.00	\$400.00
	Upholstered Chair	150 Each @ \$2.00/Each	\$300.00	\$300.00
	55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
	55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
	Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00

**Operations**

Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00
Presentation Clicker	1 Each @ \$20.00/Each	\$20.00	\$20.00
Presentation Clicker	1 Each @ \$20.00/Each	\$20.00	\$20.00
Projector	1 Each @ \$150.00/Each	\$150.00	\$150.00
Projector	1 Each @ \$150.00/Each	\$150.00	\$150.00
55" TV w/ Stand	1 Each @ \$50.00/Each	\$50.00	\$50.00
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Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00
Floor Podium (Wooden)	1 Each @ \$0.00/Each	\$0.00	\$0.00
Presentation Clicker	1 Each @ \$20.00/Each	\$20.00	\$20.00
Presentation Clicker	1 Each @ \$20.00/Each	\$20.00	\$20.00
Projector	1 Each @ \$150.00/Each	\$150.00	\$150.00
Projector	1 Each @ \$150.00/Each	\$150.00	\$150.00

<b>Subtotal</b>		\$3,160.00
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Tax		\$115.50
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<b>Operations Total:</b>		<b>\$3,275.50</b>
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<b>Item Charges Total</b>		<b>\$32,423.40</b>
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**EVENT SUMMARY**

<b>Event Charges</b>		\$30,200.00
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<b>Subtotal</b>		\$30,200.00
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Service Charges		\$5,289.60
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F&B Service Charge	\$5,289.60	
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Taxes		\$1,933.80
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Sales Tax	\$1,933.80	
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<b>PROPOSAL TOTAL</b>		<b>\$37,423.40</b>
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**VENUE NAME HERE:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Venue Name

Street

City State, Zip

Phone

E-Mail Address

**LICENSEE:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Arkansas Department of Education

Address: 1234 Main Street

Downtown, Arkansas 65512

Phone:

Email: