



## SUMMARY OF REQUIREMENTS

Yellow Ribbon event 1 April 2023 – 0600-1700.

1 large open ballroom, set up banquet seating for 150 people. Room will need microphone, podium, and projection screen required. Room must have LAN or wireless internet connectivity for one laptop.

Dedicated audio/ visual person on site. One (1) A/V cart required.

Small meeting room for use as a counseling room. Room should accommodate up to 4 individuals.

An event registration area in proximity to general session area with 4 tables and chairs.

An operations and storage room containing a conference table with 8 chairs available 31 March 2023

Four (4) small meeting rooms set up classroom style seating for 38 individuals each. Projector screen, projector, microphone, sound, internet required for each room.

Unlimited access to copy machine and FAX machine.

Space for 30 exhibit tables near the breakout rooms. venue will need to provide tables, with 2 chairs per table.

Buffet breakfast & Lunch for 170 attendees not to exceed local per diem rates.

(rates for Meals & Incidental expenses is available at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>)

Parking for all attendees must be available.

In-room internet should be available.

Fifty-six (56) rooms at the government per diem rate shall be available for check-in Friday 31 March 23. Two (2 of the 56) guests/rooms will be staying for Saturday night, checking out on Sunday. Final numbers provided seventy-two (72) hours prior to event. These rooms shall be included in the contract award.

Eight (8) rooms for 4 nights for Yellow Ribbon Staff at the government per diem rate as early as 29 March 2023 through checking out on 2 April. Final number provided no later than seventy-two (72) hours prior to event. These 8 rooms are for staff and will be self-pay (Rooms shall be reserved, YR Staff will utilize own cc).

Request 1PM hotel check-out on Saturday 1 April 2023 and 1100AM on Sunday 2 April 2023