

REQUEST FOR PROPOSAL
Teacher of the Year Nominee Ceremony
May 4, 2020
8:00 a.m. – 3:00 p.m.

The facility would need to provide:

- a main meeting room to accommodate approximately 100 people with 16-20 six foot tables on the perimeter for participants to display their work
- coffee for approximately 50 ppl at 8:30 a.m.
- plated lunch (lasagna)
- podium and microphone
- projector and screen
- quotes need to be all inclusive of main room, meals, and equipment for the one day event

To be considered, quotes must be received no later than:
Wednesday, March 18, 2020, by noon

Please send to:

Lori Kincaid
NH Department of Education
101 Pleasant St.
Concord, NH 03301
Phone: 603-271-6646
Fax: 603-271-1953
Email: Lori.Kincaid@doe.nh.gov