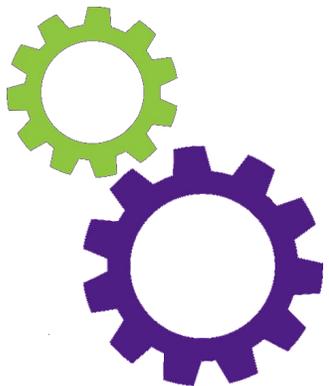


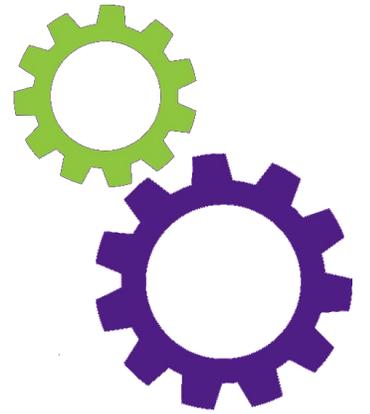


HotelPlanner.com

How to Set Up RFP Filters & Qualifiers



Select "Account Settings" from the blue nav bar to start...



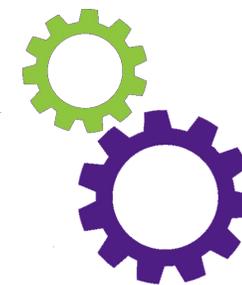
HotelPlanner | **M MEETINGS.com**

Show All Channels ▼ | Reservation ID 🔍 | \$ | 🇺🇸 | 📄 2 | ⚙️ | Sign Out

Account Settings | Hotel Profile | Payment Methods | Meeting Space | Rooming Lists | Hotel Contacts | Citywides | Refer a Client | Need Dates | Reviews

Summary | Instant Offers | Rate Plans | Search Requests | eContracting | Preferred Membership | Archived Offers | My Stats | Training | Help Center | My Bookings | New Request





STEP #1

Scroll down to the Cities list. When a planner submits their RFP, they will select from an identical list for the city they are holding their event in.

Be reasonable with your prospecting efforts...

Focus on locations you can close, not every possible option out there.

Group Lead Cities

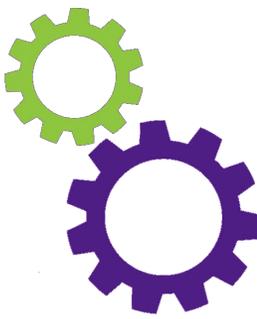
Send me group requests for: (your primary location) [Check Map Location](#)

Also, send me group requests for: [Check All](#) | [Uncheck All](#)

<input type="checkbox"/> Arcadia FL	<input type="checkbox"/> Boca Grande FL	<input type="checkbox"/> Bonita Beach FL
<input type="checkbox"/> Bonita Springs FL	<input checked="" type="checkbox"/> Cape Coral FL	<input type="checkbox"/> Cape Haze FL
<input type="checkbox"/> Captiva FL	<input type="checkbox"/> Captiva Island FL	<input type="checkbox"/> Charlotte Harbor FL
<input type="checkbox"/> Clewiston FL	<input type="checkbox"/> Englewood FL	<input type="checkbox"/> Estero FL
<input type="checkbox"/> Fort Myers Beach FL	<input type="checkbox"/> Heartland FL	<input type="checkbox"/> LaBelle FL
<input type="checkbox"/> Lake Placid FL	<input checked="" type="checkbox"/> Lehigh Acres FL	<input type="checkbox"/> Marco Island FL
<input type="checkbox"/> Matlacha FL	<input type="checkbox"/> Naples FL	<input type="checkbox"/> Nokomis FL
<input checked="" type="checkbox"/> North Fort Myers FL	<input type="checkbox"/> North Port FL	<input type="checkbox"/> Osprey FL
<input type="checkbox"/> Placida FL	<input type="checkbox"/> Port Charlotte FL	<input type="checkbox"/> Port Charlotte - Charlotte Harbor FL
<input type="checkbox"/> Punta Gorda FL	<input type="checkbox"/> San Carlos Park FL	<input type="checkbox"/> Sanibel FL
<input type="checkbox"/> Sanibel Island FL	<input type="checkbox"/> Siesta Key FL	<input checked="" type="checkbox"/> Venice FL
<input type="checkbox"/> Zoilo Springs FL		

This property is in Fort Myers.

Venice is over an hour's drive from Fort Myers...not advisable to select as most planners will not entertain Fort Myers when they want Venice.



STEP #2

Continue scrolling to the Rates section.

Set a MINIMUM number of rooms per night you are willing to give a group rate to, AND set a MAXIMUM number of rooms you can take.

This hotel WILL be bothered with “group” RFPs for one and two rooms total. In addition, they will get RFPs for groups needing up to 1000 rooms per night when they only have 155 total keys!

Email me when a request is posted in my area with the following parameters:

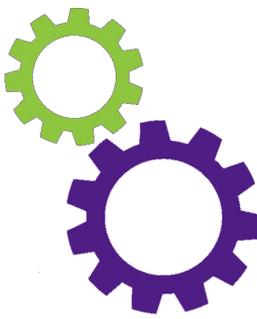
- Groups needing from to room(s) per night

- Extended stays needing (extended stay leads may be as little as 1 room/night)

- Only group types that I have checked in the list below: [Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> Association	<input checked="" type="checkbox"/> Bachelor-ette Party	<input checked="" type="checkbox"/> Birthday Party
<input checked="" type="checkbox"/> Business Meeting	<input checked="" type="checkbox"/> Bus Tour	<input checked="" type="checkbox"/> Charity Event
<input checked="" type="checkbox"/> Class Reunion	<input checked="" type="checkbox"/> Convention	<input checked="" type="checkbox"/> Corporate Incentive Travel
<input checked="" type="checkbox"/> Family Reunion	<input checked="" type="checkbox"/> Fraternity / Sorority	<input checked="" type="checkbox"/> Golf
<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Graduation	<input checked="" type="checkbox"/> Holiday Party
<input checked="" type="checkbox"/> Military	<input checked="" type="checkbox"/> Music Band	<input checked="" type="checkbox"/> Religious / Church Event
<input checked="" type="checkbox"/> Reunion	<input checked="" type="checkbox"/> School Trip	<input checked="" type="checkbox"/> Scout Troop
<input checked="" type="checkbox"/> Sports Team - Adult	<input checked="" type="checkbox"/> Sports Team - Youth	<input checked="" type="checkbox"/> Theater
<input checked="" type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Work Crew	<input checked="" type="checkbox"/> Other

- Group's requested budget must be from \$ to \$ per room / night



STEP #3

If you don't want/can't take extended stays...

...don't ask for them.

Select "None Please" from this box OR select a higher number of nights to qualify as an extended stay rate.

Email me when a request is posted in my area with the following parameters:

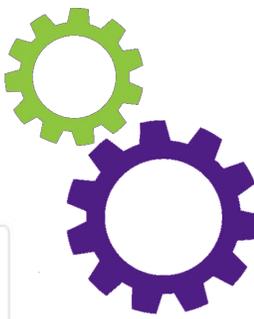
- Groups needing from to room(s) per night

- Extended stays needing (extended stay leads may be as little as 1 room/night)

- Only group types that I have checked in the list below: [Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> Association	<input checked="" type="checkbox"/> Bachelor-ette Party	<input checked="" type="checkbox"/> Birthday Party
<input checked="" type="checkbox"/> Business Meeting	<input checked="" type="checkbox"/> Bus Tour	<input checked="" type="checkbox"/> Charity Event
<input checked="" type="checkbox"/> Class Reunion	<input checked="" type="checkbox"/> Convention	<input checked="" type="checkbox"/> Corporate Incentive Travel
<input checked="" type="checkbox"/> Family Reunion	<input checked="" type="checkbox"/> Fraternity / Sorority	<input checked="" type="checkbox"/> Golf
<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Graduation	<input checked="" type="checkbox"/> Holiday Party
<input checked="" type="checkbox"/> Military	<input checked="" type="checkbox"/> Music Band	<input checked="" type="checkbox"/> Religious / Church Event
<input checked="" type="checkbox"/> Reunion	<input checked="" type="checkbox"/> School Trip	<input checked="" type="checkbox"/> Scout Troop
<input checked="" type="checkbox"/> Sports Team - Adult	<input checked="" type="checkbox"/> Sports Team - Youth	<input checked="" type="checkbox"/> Theater
<input checked="" type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Work Crew	<input checked="" type="checkbox"/> Other

- Group's requested budget must be from \$ to \$ per room / night



STEP #4

If you are not big enough to take an association, don't have the function space for youth/sports groups, or some other group type is just not a fit for you...

...don't ask for them.

Just uncheck the groups you don't want to hear from and no RFPs will come through for them.

Email me when a request is posted in my area with the following parameters:

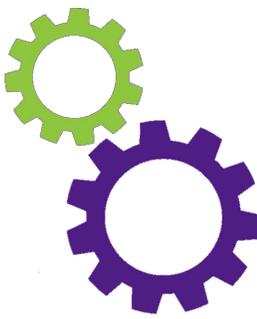
- Groups needing from to room(s) per night

- Extended stays needing (extended stay leads may be as little as 1 room/night)

- Only group types that I have checked in the list below: [Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> Association	<input checked="" type="checkbox"/> Bachelor-ette Party	<input checked="" type="checkbox"/> Birthday Party
<input checked="" type="checkbox"/> Business Meeting	<input checked="" type="checkbox"/> Bus Tour	<input checked="" type="checkbox"/> Charity Event
<input checked="" type="checkbox"/> Class Reunion	<input checked="" type="checkbox"/> Convention	<input checked="" type="checkbox"/> Corporate Incentive Travel
<input checked="" type="checkbox"/> Family Reunion	<input checked="" type="checkbox"/> Fraternity / Sorority	<input checked="" type="checkbox"/> Golf
<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Graduation	<input checked="" type="checkbox"/> Holiday Party
<input checked="" type="checkbox"/> Military	<input checked="" type="checkbox"/> Music Band	<input checked="" type="checkbox"/> Religious / Church Event
<input checked="" type="checkbox"/> Reunion	<input checked="" type="checkbox"/> School Trip	<input checked="" type="checkbox"/> Scout Troop
<input checked="" type="checkbox"/> Sports Team - Adult	<input checked="" type="checkbox"/> Sports Team - Youth	<input checked="" type="checkbox"/> Theater
<input checked="" type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Work Crew	<input checked="" type="checkbox"/> Other

- Group's requested budget must be from \$ to \$ per room / night



STEP #5

If you don't want \$30/night RFPs...don't ask for them.

Set your minimum ADR to something that is the actual minimum you would ever entertain. You are NOT committing to this rate. You are just telling HP, "Don't send me RFPs below X or higher than Y."

This is an actual property that is telling HP they will take RFPs from any group asking for any rate over any time period.

Email me when a request is posted in my area with the following parameters:

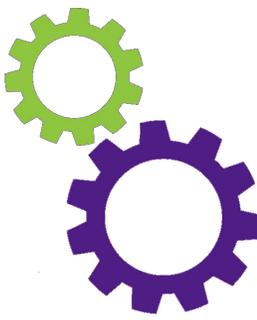
- Groups needing from to room(s) per night

- Extended stays needing (extended stay leads may be as little as 1 room/night)

- Only group types that I have checked in the list below: [Check All](#) | [Uncheck All](#)

<input checked="" type="checkbox"/> Association	<input checked="" type="checkbox"/> Bachelor-ette Party	<input checked="" type="checkbox"/> Birthday Party
<input checked="" type="checkbox"/> Business Meeting	<input checked="" type="checkbox"/> Bus Tour	<input checked="" type="checkbox"/> Charity Event
<input checked="" type="checkbox"/> Class Reunion	<input checked="" type="checkbox"/> Convention	<input checked="" type="checkbox"/> Corporate Incentive Travel
<input checked="" type="checkbox"/> Family Reunion	<input checked="" type="checkbox"/> Fraternity / Sorority	<input checked="" type="checkbox"/> Golf
<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Graduation	<input checked="" type="checkbox"/> Holiday Party
<input checked="" type="checkbox"/> Military	<input checked="" type="checkbox"/> Music Band	<input checked="" type="checkbox"/> Religious / Church Event
<input checked="" type="checkbox"/> Reunion	<input checked="" type="checkbox"/> School Trip	<input checked="" type="checkbox"/> Scout Troop
<input checked="" type="checkbox"/> Sports Team - Adult	<input checked="" type="checkbox"/> Sports Team - Youth	<input checked="" type="checkbox"/> Theater
<input checked="" type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Work Crew	<input checked="" type="checkbox"/> Other

- Group's requested budget must be from \$ to \$ per room / night



STEP #6

Sit back and enjoy the increased volume of QUALIFIED prospects coming straight to your inbox!