



### **Atlantis Groups**

#### **Requirements**

- Social groups have a minimum of 8 nights per night (birthday or wedding groups)
- minimum of 10 rooms per night for corporate groups or other types not listed as social
- For groups of 9 rooms per night or less, call 1.800.ATLANTIS or Book Now on [Travel Agent Dashboard | Atlantis Bahamas](#)

#### **Important Information**

- You will need to submit the RFP on our booking site with Atlantis.
- You are able to submit an email with the information needed but the form is the preferred method to request. [GroupSales@atlantisparadise.com](mailto:GroupSales@atlantisparadise.com)




### How to book a group with Atlantis-

1. At [Outdoor Group Conference Venues Bahamas | Atlantis Bahamas](#), fill out the request a proposal form.
2. Select your preferred event type-


Hi,

Get started with your request. Tell us what type of event you're planning.


Choose your preferred event type.



Meeting



Wedding



Special Event

Copy an existing RFP

[Login required](#)

Add venues to an active RFP

[Login required](#)

Next →

3. Here you will fill in if event space and/or guest rooms are needed, your dates, and details of the event.



## Event Requirements

☒ Event space



☒ Guest rooms



### Date options

☒ Set specific dates ☐ Use a date pattern

### Event dates

\* Start date

11/09/2025



\* End date

11/14/2025



[+ Add another date option](#)

☐ Let venues suggest alternate dates

\* Event name

TEST Group Request

\* Event type

Special Event



\* Attendees

40

## Event Space Requirements

\* Do you require catering?

☐ Yes ☒ No

## Guest Room Requirements

\* How many rooms per night?

20

\* What type of room do you need?

Any (Run of House)



### Occupancy

Double



11/08/2025 – 11/14/2025

[Edit guest rooms by day](#)



- On the Contact Details, make sure you select that you are planning on behalf of a client, then select Professional Planner. For Organization, you will put Boardwalk Travel Agency.

### Contact Details

Are you planning on behalf of a client?

☒ Yes ☐ No

\*What is your role?

☒ Professional Planner ☐ Venue or Global Sales Office (GSO) Contact

### Your Details

\*First name

Megan

\*Last name

Harris

\*Email

groups@boardwalktravelagency.cc

\*Phone

3854292236

\*City

Saratoga Springs

\*State

Utah

\*Country/Region

USA

\*Organization

Boardwalk Travel Agency

- Under Other Information, you can put if you need a response by a certain time or decision made. Where it says "Commissions", you will enter in our commission rate at 10% and add "All".



# BOARDWALK TRAVEL

## Other Information

\* Response due date

09/19/2025



\* Decision due date

09/26/2025



☒ Let venues forward this RFP

### ADDITIONAL RFP INFORMATION

Highlight RFP key details or additional information for suppliers.

2,500 characters left

Upload or drop files

Supported file types: .ai, .bmp, .doc, .docx, .eps, .gif,

### COMMISSIONS

[Edit](#)

Expected commission rate

10%

Applicable to:

All

- When you are done filling in all information needed, on the right hand side of the screen select that you agree and then send the request.

## Your Venues



Atlantis Paradise Island

Nassau, Bahamas | Marriott Hotels



Maximum of 10 venues

☒ By checking this box, I agree to share the personal information provided on this RFP to the selected hotels. To learn more, read Cvent's [Privacy Policy](#) and [Terms of Use](#).

Send request



7. After submitting the request, you will receive proposals.



**Your RFP has been sent to a venue**

You should start receiving proposals soon.

**Additional Resources:**

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: [groups@boardwalktravelagency.com](mailto:groups@boardwalktravelagency.com)  
[-groupsales@atlantisparadise.com](mailto:groupsales@atlantisparadise.com)
- Atlantis Groups department- [1-800-722-2449](tel:1-800-722-2449)