



REQUEST FOR PROPOSALS 2010 MEETINGS AND EVENTS

Meeting Professionals International Washington State Chapter is searching for venues for its 2010 meetings and events and would like to invite you to submit a proposal. This is a great marketing opportunity for venues and suppliers throughout the Puget Sound region to showcase their properties and skills to hundreds of the region's most influential meeting professionals.

Founded in 1972, Meeting Professionals International, with more than 24,000 members in 70 clubs and chapters worldwide, is the leading global community committed to shaping and defining the future of the meeting and event industry. The MPI Washington State Chapter consists of more than **340 members**.

The chapter is seeking venues that can offer full or partial sponsorship of their events. Various forms of recognition and compensation are offered by MPIWSC in return for this marketing opportunity.

INSTRUCTIONS:

1. Review this RFP carefully. Note that the different requirements for each type of event.
2. Unique venues are encouraged to partner with other suppliers to submit proposals that meet our requirements.
3. Send any questions via e-mail to Terry Onustack at terry.onustack@iasp-pain.org.
4. Initial the bottom of each page of this RFP; complete the RFP Response section at the end of this document.
5. Please submit your proposal by **July 3, 2009** via FAX or e-mail only to:

Terry J. Onustack, CMP

MPIWSC Director of Programs

Email: terry.onustack@iasp-pain.org

Tel. 206-283-0311

Fax. 206-283-9403 – be sure to include a cover sheet marked: ATTN: Terry Onustack

We greatly appreciate your support of our association and consideration of hosting one of our events.

PROGRAM TYPES:

1. **Monthly Programs:** These are regular chapter meetings normally consisting of an educational program (e.g. speaker, panel, interactive presentation), networking, announcements, chapter business and a meal or reception. Most of these are luncheons, but there are occasional breakfast meetings and afternoon meetings/receptions. (7 total each year).
2. **Monthly Program and Committee Fair:** A typical monthly luncheon or afternoon reception with a chapter committee fair attached, used to recruit chapter volunteers. Held in May.
3. **Strictly Socials:** After-work networking events, held 4 times each year.
4. **Leadership Development Day:** A half-day luncheon/training session for chapter volunteers, held once each year.
5. **Evening of the Stars:** An evening reception and thank-you event for chapter volunteers – usually held in conjunction with Leadership Development Day.
6. **Chapter Celebration:** This event takes the place of the June Monthly Program and serves as the yearly awards ceremony and installation of the new Board of Directors.
7. **Annual Gala & Auction:** This event takes the place of the November and December Monthly Program and is the chapter's biggest social/networking event of the year. It typically includes a live & silent auction to raise funds for the chapter and a local charity.

MONTHLY PROGRAMS:

2010 DATES: January 26; February 23; March 30; April 27; May 25*; July 27; August 31; October 26
(* = committee fair)

Requirements for all monthly programs:

- Meeting room for the educational program to sit a minimum of **90-125** people in round tables (if a breakfast or lunch program). Classroom or theater will be considered for afternoon receptions, although rounds are preferred. Ideal set up is crescent rounds with a pen at each place setting and a table stanchion on each table.
- Separate room for Board of Directors meeting: 20 people, conference or hollow square, complimentary water, coffee/decaf/tea, pens/paper. Typically held immediately following breakfast or lunch programs and prior to afternoon receptions.
- Complimentary room rental.
- Registration area outside main meeting room with 4 skirted tables (2 for registration, 1 for raffle and 1 for sponsor), chairs, pens and 2 easels.
- Audio-Visual: wireless microphone for speaker, LCD projector with cabling and sound patch, screen, lectern with table-top microphone. Should the venue not be able to sponsor the audio-visual, MPIWSC shall have the right to seek complimentary sponsored AV and not be charged a fee for outside AV services.
- Hosted parking for 20 MPIWSC Board members and chapter manager.
- Hotel: One night accommodations for the speaker (arrival and departure dates to coincide with the program date).
- Raffle prize donated by venue with a value of at least \$100.
- Access to the meeting room, no later than one hour prior to the start time of the event.

Breakfast programs – additional information/requirements:

- Plated hot breakfast – venue's choice of menu. Vegetarian option is required. Hosted.
- Access to room by 7 am.
- Typical schedule: 8 – 8:30 am: Registration and networking; 8:30-10:15: Breakfast and program; 10:30-12:30: Board meeting.

Lunch programs – additional information/requirements:

- Luncheon meal, typically 3-course plated, but buffet can be considered – venue's choice of menu. Vegetarian option is required. Hosted.
- Access to room by 10 am.
- Typical schedule: 11 – 11:30 am: Registration and networking; 11:30-1:30: Lunch and program; 2:00-4:00: Board meeting.

Afternoon Reception programs – additional information/requirements:

- Hors d'oeuvres and cocktails – venue's choice of menu. Vegetarian options are required. Hosted.
- Access to room by 1 pm.
- Typical schedule: 12 noon – 2 pm: Board meeting; 2 – 2:30 pm: Registration and networking; 2:30-4:30: Program; 4:30-6:00: Reception.

May Committee Fair Program – additional information/requirements:

- Same as either a luncheon or afternoon reception, except space is required for a committee fair, which typically consists of 8-12 six-foot skirted tables and easels, with space for committee chairs to interact with members. This typically works best in conjunction with a buffet-style lunch or a reception. Committee Fair, Program, lunch/reception should occur in the same room.
- Luncheon or Hors d'oeuvres and cocktails – venue's choice of menu. Vegetarian options are required. Hosted.
- Access to room one hour prior to start of program.

SPECIAL EVENTS:

Requirements for each special event program:

Strictly Socials: *No speakers, just a networking opportunity for members. Perfect for smaller or unique venues or for new members.*

2009 DATE: October

2010 DATES: February; April; July; October

- Expected attendance is 30-50 people; one room set for reception.
- Thursday nights are preferred, but we will consider other options.
- Complimentary hors d'oeuvres and cocktails or hors d'oeuvres and wine/beer.
- Availability to room by 4:30 pm, reception from 5:30-7:30 pm.
- Skirted registration table.
- Donated raffle item.

Leadership Development Day: *A half-day training for MPIWSC volunteers. Perfect for smaller or unique venues or for new members.*

PREFERRED 2010 DATE: February 9

- Expected attendance is 40-60 people.
- Meeting space with audio visual needs with lunch meal service (MPIWSC to contribute \$10 per person).
- Preferred set up – crescent rounds, pens and paper
- Registration desk with 2 – six-foot skirted tables, pens.
- Availability to room by 11:00 am; lunch service at 12:00 pm; Program 1:00-5:00 pm.

Evening of the Stars: *An appreciation celebration for MPIWSC volunteers. Perfect for smaller or unique venues or for new members.*

PREFERRED 2010 DATE: February 9

- Expected attendance is 40-60 people; one room set for reception.
- Complimentary heavy hors d'oeuvres and cocktails or heavy hors d'oeuvres and wine.
- Availability to room by 4:30 pm, reception from 5:30-8:30 pm.
- Skirted registration table.

Chapter Celebration: *Annual chapter and member recognition banquet and board installation.*

PREFERRED 2010 DATE: June 29

- Board Meeting for 20 people; 3:30-5:00 pm (see requirements in Monthly Program section)
- Hosted parking for 20 MPIWSC Board members and chapter manager.
- Banquet: 2,500 sq ft to accommodate 130-150 guests; evening 5-9 pm preferred.
 - Registration Area to accommodate 3 – six-foot skirted tables and 1 – six-foot skirt table for collateral.
 - Access to banquet room beginning at 1 pm with event from 5 pm – 9 pm
 - Room set up – rounds facing podium at the front of room
 - AV: microphone/sound, LCD projector and screen
 - Hosted dinner service
 - Cash or hosted bar

Annual Gala & Auction: *Chapter's annual banquet and auction.*

PREFERRED 2010 DATES: November 16, 17 or 18

- Board Meeting for 20 people; 3:00-5:00 pm
- Hosted parking for 20 MPIWSC Board members and chapter manager.
 - Reception & Auction: 200 guests; evening, 5:30 to 9 pm preferred
 - Tuesday night preferred but would also consider Wednesday or Thursday night
 - Registration Area to accommodate 4 – six-foot skirted tables and 1 – six-foot skirted table for collateral
 - Access to banquet room beginning at 1 pm for set up
 - 18 – eight-foot skirted tables for silent auction
 - Coat check
 - 8 skirted highboys scattered around the room and 10 skirted cocktail tables scattered around the room
 - Stage – minimum of 4' x 8', 18" high
 - Audio Visual – LCD Projector, Screen & Microphone
 - Food Stations, non-alcoholic drinks. Hosted.
 - Cash or hosted bar

ADDITIONAL INFORMATION:

MPIWSC will only approve venues that agree to the following concessions:

1. No cancellation damages, unless MPIWSC selects an alternative location when facility is able to accommodate MPIWSC event.
2. No attrition damages, unless following guaranteed amount.
3. Standard dual coverage force majeure and cancellation clauses.
4. Guarantee on Friday for Tuesday meetings.
5. No Pre Payment. Ability to pay net 45 days following the event.
6. Venue shall provide a hard copy invoice to MPI Managing Office no later than one week after the event. Send invoice to MPIWSC, PO Box 2165, Poulsbo, WA 98370. Invoice should outline number of attendees, costs, etc. Payment will be within 30 days of invoice. Please note that MPIWSC cuts checks once per month, so if invoice is not received one week after the event, this may delay payment by MPIWSC accordingly.

Compensation for host facility provided by MPIWSC:

- ✓ Recognition in the e-newsletter prior to event. Please provide written directions, map and photo of facility. Recognition in the newsletter following the program.
- ✓ Acknowledgement on the chapter website and event registration page.
- ✓ Your venue mentioned in several e-blasts sent to all MPI members.
- ✓ Your logo displayed on screen at the event during registration and networking period.
- ✓ Three to five minute presentation during program.
- ✓ Sponsor display table in the registration area at the event.
- ✓ Payment in full for one designated person from your organization to join as a new member of MPI for one year (\$375 value).
- ✓ Ability to provide tours of your facility after the program for interested guests.
- ✓ Eligibility for the MPIWSC "Silver Platter" Award

RFP DUE DATE: July 3, 2009

TARGETED DECISION DATE: August 14, 2009

RFP RESPONSE SECTION

VENUE NAME: _____

VENUE LOCATION: _____

CONTACT NAME: _____

CONTACT E-MAIL AND PHONE: _____

Please check all available dates and times for events your venue is willing to host. If selected, MPIWSC will contact you to confirm the date and issue our contract.

MONTHLY PROGRAMS:

- | | | | |
|-------------------------------------|------------------------------------|--------------------------------|--|
| <input type="checkbox"/> 01/26/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |
| <input type="checkbox"/> 02/23/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |
| <input type="checkbox"/> 03/30/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |
| <input type="checkbox"/> 04/27/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |
| <input type="checkbox"/> 07/27/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |
| <input type="checkbox"/> 08/31/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |
| <input type="checkbox"/> 10/27/2010 | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Afternoon Reception |

MAY MONTHLY PROGRAM and COMMITTEE FAIR:

- 05/25/2010 Lunch Afternoon Reception

SPECIAL EVENTS:

Strictly Socials (prefer Tuesday, Wednesday or Thursday)

- October 2009 Specific Date: _____
- February 2010 Specific Date: _____
- April 2010 Specific Date: _____
- July 2010 Specific Date: _____
- October 2010 Specific Date: _____

Leadership Development Day

- February 9, 2010
- Other proposed date: _____

Evening of the Stars

- February 9, 2010
- Other proposed date: _____

Chapter Celebration

- June 29, 2010
- Other proposed date: _____

Annual Gala & Auction

- November 16, 2010
- November 17, 2010
- November 18, 2010
- Other proposed date: _____

