



Request for Proposal to Host MPI Arizona Chapter Educational Luncheon.

On behalf of the Arizona Sunbelt Chapter of Meeting Professionals International and the Monthly Programs Committee we are pleased to invite you to bid on fully hosting one of the monthly educational meetings for the 2017-2018 season.

This is a perfect opportunity for your property or venue to showcase itself to meeting planners and suppliers throughout the valley and show support of your local MPI Chapter. Please review the following information and submit a written response to Joanne Winter, Executive Director either by fax at 602-240-5553 or email jwinter@azmpi.org.

SPECIFICATIONS AND ACCOMODATIONS FOR HOSTING & SPONSORING: **MPI 2017-2018 MONTHLY MEETINGS**

Value to Sponsor:

- \$10.00 per paid attendee to assist in the offset of hard costs
- Reserved table for host property to include 6 complimentary meeting registrations to their host event and 2 complimentary meeting registrations to another monthly program
- Yearly listing on MPI Sunbelt Sponsors Web Page
- Property highlighted on Power Point slide during program
- Property offered opportunity to have featured manager give welcome to the group
- Opportunity to offer pre and/or post site tour
- Highlight the culinary creations of the Executive Chef and staff

Program: MPI Monthly Education Programs

Dates Available:

- Thursday, August 10th, 2017 (To Be Confirmed)
- Thursday, September 14th, 2017
- Thursday, November 9th, 2017
- Thursday, January 11th, 2018
- Thursday, February 8th, 2018
- Thursday, May 10th, 2018**

** (possible joint session with HSMIAI / space to accommodate up to 200 ppl)

Attendance History: 90-120 ppl

2009-2010 Average Attendance: 115
2010-2011 Average Attendance: 96
2011-2012 Average Attendance: 103
2012-2013 Average Attendance: 102
2013-2014 Average Attendance: 107
2014-2015 Average Attendance: 102
2015-2016 Average Attendance: 110

Room Block (If applicable):

Complimentary, 1-2 nights for program speaker depending on flight arrangements
Offer courtesy block at special group rate for members (1-5 rooms)

Optional: Offer special weekend rate package.

No cut off. First come, first served or current availability, which ever comes first.
Reservations to be on a call-in basis and guaranteed by individual guests.

Meeting Space/Events: Complimentary Meeting Room Rental, Meal and Audio Visual

The main focus of our program is for educational content; we are requesting a barrier free room in which all members will have a free line of sight, audio visual will project to all parts of the room and free of distractions from other meetings.

Room should be set in crescent rounds to include a riser, lectern and microphone. Further details on audio visual requirements are set out below.

Special Notes - Clear, visible meeting location, signage, complimentary parking and/or complimentary valet parking

Limited banquet service during speaker presentations (approximately last 60 minutes of meeting)

Space Requirements:

General Session:

Crescent Rounds for 100-120 people
Staging
Audio Visual (see requirements below)
Lectern

Foyer/Pre-function:

6-8 Tabletop Exhibits
2 Registration Tables
Ample room for Networking

Time Requirements:

Possible Time Frames:

Breakfast - 7:30am – 10:30 am
Lunch – 11:00 am – 2:00 pm
Reception – 4:00 – 7:00 pm

Food and Beverage Needs:

Complimentary non-alcoholic beverages during Networking
Complimentary/Sponsored Breakfast, Lunch, or Reception during Program

Complimentary Audio Visual equipment and services:

- Riser with a standing Lectern
- (1) wired microphone at the Lectern
- (1) wireless Lavalier or Handheld microphone
- Laptop Audio
- Projector or large monitor(s) appropriate for room size

- Appropriate screen size for room
- DVD player (if needed by speaker)
- Laptop hook-up at lectern
- Labor: set-up and teardown labor included
- In room Technical support for the duration of the event

Raffle Prize:

The host property will offer raffle prizes to be used at this event (or at raffle drawings throughout the year). Prize to be determined by the property, and listed in the contract.

MPI Membership:

Host property does not have to be a member of MPI however priority for sponsorship opportunities will be given to MPI members before they go to non-members.

Billing:

If MPI has any additional expenses beyond hosted functions the direct bill should be emailed to jwinter@azmpi.org. Invoices will be paid within fourteen (14) days of receipt of final bill after the conclusion of the program. MPI does not pay meeting space or advance deposits for functions.

(Note: Sponsor must be in agreement with all terms and conditions to receive full value.)

ARIZONA SUNBELT
CHAPTER



MEETING PROFESSIONALS INTERNATIONAL

MPI 2017-2018 MONTHLY MEETINGS HOST PROPOSAL

If you are in agreement with the above terms and conditions, please complete a copy this form for each Monthly Meeting date you wish to submit a proposal, and return to Joanne Winter, Executive Director either by fax at 602-240-5553 or email jwinter@azmpi.org.

Please also send a complete sales kit to include: meeting space diagram and current menus.

PROPOSED DATE: _____
MEETING FORMAT: _____
PROPERTY/VENUE: _____
SUBMITTED BY: _____
TELEPHONE: _____
E-MAIL: _____
WEBSITE: _____
GUEST ROOM RATE: _____

1. Pre-Function Area

Meeting Room Capacity _____
(Set to: MPI requirements)
Room Name _____
Dimensions _____

2. General Session Room

Meeting Room Capacity _____
(Set to: MPI requirements)
Meeting Room _____
Dimensions _____
Ceiling Height _____
Room Name _____

3. Breakout Room(s) (if needed)

Meeting Room Capacity _____
(Set to: MPI requirements)
Meeting Room _____
Dimensions _____
Ceiling Height _____
Room Name _____

If the group needs to be relocated to a different room location than originally agreed upon, MPI must be contacted 14 days in advance of the program in order for the Monthly Meetings Committee to do a site of the new space and make any necessary adjustments.

Again, we thank you for your support to our MPI Chapter and look forward to your response. Once selected, the property will be sent a contract to sign by the Association. For further information or questions, please contact Joanne Winter, Executive Director at 602-277-1494.