

MPI Georgia Chapter Workshop Program – Venue RFP

Organization Name: Meeting Professionals International Georgia Chapter (MPI Georgia Chapter)

Name of Meeting / Post As: MPI Georgia Chapter

2015/2016 Available Meeting Dates: January 19 • February 16 • April 19 • May 17

Host Facility Benefits for Complimentary Sponsorship a MPI Georgia Chapter Morning Workshop Event:

As facility host venue, you will be entitled to the following to showcase your property:

- Recognized as our venue on all promotional material and MPI Georgia website.
- Opportunity to give a 5-minute presentation during the event.
- Three complimentary registrations for venue staff. All names must be forwarded in advance of the program. Name badges will be provided for these individuals and we will include this additional number in our final guarantee to the catering contact however *these additional participants should not be included in the final invoice to MPI Georgia.*

Schedule and Meeting Space Requirements (This is flexible and subject to changes):

| Start Time | End Time | Function | Setup | Attendance |
|-------------------|-----------------|--|--------------|-------------------|
| 5:30AM | 7:30AM | MPI Georgia load in/Registration and Networking Set up | See below | 10 |
| 6:00AM | 7:30AM | Audio Visual Set up | See Below | 5 |
| 7:30 AM | 8:00 AM | Registration/Networking/Breakfast | See below | 25 |
| 8:00 AM | 11:00 AM | Program | See below | 30-50 |

Registration

- Two (2) six-foot tables grouped together, draped and skirted each with two (2) chairs and one (1) wastebasket
- Outlet for laptop and printer and complimentary wireless high speed internet access
- Three (3) Easels

Networking/Breakfast

- Continental breakfast up to 25 people with non-alcoholic beverage station provided by venue/caterer

Program

- Classroom style set for 50 with draped tables
- Pads, pens and water

Speaker Specifics

- One complimentary room night for speaker



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RFP Response Form for MPI Georgia Monthly Education Program Venue Host

PROPERTY INFORMATION:

Property Name: _____

Pre-Planning Contact: _____

Pre-Planning Contact Phone: _____

Pre-Planning Contact Fax: _____

Pre-Planning Contact Email: _____

On-Site Contact: _____

On-Site Contact Phone: _____

On-Site Contact Fax: _____

On-Site Contact Email: _____

Property Web Address: _____

LOGISTICS:

Please provide the name of the room that will be used for the following event segments along with the best room set up for each segment referencing the requirements on page 1. If possible provide a floorplan for reference:

Networking/Breakfast _____

Workshop _____

Are you able to accommodate the external or internal AV set up arrival time of 6am? If so please provide the name and mobile phone number of the person AV will contact upon arrival to the venue if different from on-site contact listed above. Please note if this person is also the pre-planning contact.

Are you able to accommodate all registration equipment set up requirements i.e. draped tables, chairs, etc.? If no please provide a list of items you do not have in house and/or a number for any item in short supply.

Is complimentary wireless high speed internet access available for attendees? Yes or No

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If Yes, please provide the wireless name and password _____

If requested can you provide any of the following complimentary items (provide quantity and colors where applicable)?

Table linens _____

In-House AV _____

Classroom style seating for up to 50 people _____

Are you able to provide complimentary catering to include non-alcoholic beverages and continental breakfast? Yes or No

If yes please include a catering menu or suggested menu with your reply and provide additional information on serving options below.

When possible we like to offer complimentary parking to attendees. Is this available at your location? Yes or No

If not what is the cost to park? Self _____ Valet _____

Will a complimentary hotel room be provided for one (1) night for the program speaker at an on-property or local affiliated hotel?

Yes or No If No, what is the fee for a one (1) night hotel stay? _____

Please list the name and title of your three (3) venue staff who will receive complimentary admittance to the event

Please list any additional venue staff who will be on-site to assist with program execution along with a mobile phone number and area of expertise:

What is the name and title of the venue representative giving a 5 minute presentation during the event?



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Will the presentation include video or power point? Yes or No

If video please provide the format _____

Please forward along with the RFP all applicable floor plans, menus, a high resolution venue logo and directions to the venue (website link is ok).

Thank you for helping to make our monthly education program a success. We appreciate your support!

Cherron Gardner
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