

## Request for Venue Proposal

Event name: **Meeting Professionals International; Pittsburgh Chapter**

Attendee profile: **Networking → 30 – 50 estimated attendance**

**Educational → 35-45 estimated attendance**

**Annual Fundraising Gala → 100-120 estimated attendance**

### **Background:**

Meeting Professionals International (MPI) is the premier global association community for meeting and event professionals, believing in the unequalled power of events and human connections to advance organizational objectives. The Pittsburgh Chapter's planner membership represents local and national organizations including Pittsburgh Technology Council, Development Dimensions International, Kiewit, Ansys, Software Engineering Institute, National Association of EMS Educators, Aesynt, RAND Corporation, Grant Street Group, FHL Bank Pittsburgh and Software Engineering Institute, among many others. Supplier members offer a broad range of products and services dedicated to providing support for meeting planner professionals.

### **Goal of Monthly Chapter Meetings & Networking Events:**

Monthly chapter meetings provide a forum for planner & supplier members and guests to receive a higher level of education and focus on their professional development. Networking events give all attendees the opportunity to learn, discuss, and interact with other industry leaders. Both events give attendees a first-hand experience with local venues that are available to host meetings & events. MPI Pittsburgh has traditionally held meetings on the first Wednesday of every month; however, a creative proposal offering a different date or times of the day will be considered.

### **Purpose of RFP:**

MPI-Pittsburgh Chapter is seeking industry partners interested in fully hosting chapter monthly educational meetings and/or networking events by providing an in-kind donation of food, beverage, audio visual, and meeting space.

### **Benefits of Hosting a Chapter Meeting:**

By fully hosting an event at your facility, your property will get direct exposure to meeting planners, suppliers, and their guests. You will have the opportunity to showcase your property to all attendees during the event. This can include food & beverage creativity, renovations, new programs, etc. The benefit of hosting one of these events is to assist your venue in creating a brand status with the local colleagues & planners in the industry.

For your in-kind donation, you will receive our HOST sponsorship package increasing the exposure to your facility.

### **The HOST package includes:**

- Preferred Vendor Listing with Web Link for One Year
- List of attendees and their companies in advance for strategic planning.
- Logo on Meeting Announcement that is Posted on Website and Newsletter
- Logo Projected on Screen at Events
- (3) Complimentary Registrations for Event at your Property
- An opportunity to Speak with Audience and Conduct Tours at the Event
- An Additional Exhibit Table at one Other Meeting That is Being Held throughout the Year.

### **How to Respond:**

Please send the response along with any additional details you wish to convey to:

Carly Carolla, 2017-18 Director of Procurement, MPI Pittsburgh at [carlycarolla10@gmail.com](mailto:carlycarolla10@gmail.com)

**Group Priorities**

The Chapter is seeking host partners to provide the following via in-kind donation

**Educational Program**

- Breakfast, Lunch, or Dinner/Reception for all attendees
- (1) Complimentary Guestroom for (1) Night for Speaker of Event
- Standard AV to include:
  - Lectern, stage, wireless hand-held microphone and/or wireless lavalier microphone; LCD projector and screen or monitor with laptop connectivity; slide advancer; power; cables; wireless internet connection
  - Conference phone for pre-event Board meeting
- Appropriate meeting space as outlined below:

BREAKFAST TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
7:30 AM – 8:00 PM	Registration and Networking	FLOW	(1) 6’ table, 1 chair, waste basket
8:00 AM – 9:45 AM	Breakfast Program	35 -55 People	Crescent seating and standard A/V listed above Set- up subject to change
9:45 AM – 11:45 AM	Board Meeting	15 People	Conference or U-Shape with speaker phone

LUNCH TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
9:00 AM – 11:00 AM	Board Meeting	15 People	Conference or U-Shape with speaker phone
11:00 AM – 11:45PM	Registration and Networking	FLOW	(1) 6’ table, 1 chair, waste basket
11:45 PM – 1:30 PM	Lunch/Program	35-55 People	Crescent seating and standard A/V listed above

DINNER TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
4:00 PM – 5:00 PM	Board Meeting	15 People	Conference or U-Shape with speaker phone
5:30 PM – 6:00 PM	Registration and Networking	FLOW	(1) 6’ table, 1 chair, waste basket
6:00 PM – 6:45 PM	Program	35-55 People	Crescent seating and standard A/V listed above Set-up subject to change

**Networking Event**

- Appetizers / Hors Devours for Event Guests
- One/two drink tickets per attendee
- Appropriate meeting space as outlined below:

TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
5:00 PM – 5:30 PM	Registration	FLOW	(1) 6’ table, 1 chair, waste basket
5:00 PM – 7:00 PM	Networking	40 People	Reception

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## Annual Fundraising Gala

- Appetizers / Hors Devours for Event Guests
- One/two drink tickets per attendee
- Standard AV to include:
  - wireless hand-held microphone, LCD projector and screen or monitor with laptop connectivity for sponsorship recognition; power; cables
- Appropriate meeting space as outlined below:

TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
5:00 PM – 6:30 PM	Registration	FLOW	(2) 6' table, 2 chair, waste basket
6:00 PM – 9:00 PM	Networking/Raffles/Entertainment	100 People	Reception, Dance Floor, Stage, Tables for raffle items

## 2017/2018 Meeting Calendar

Month	Day & Time	Year	Subject	Program Type	Venue
September	13 <sup>th</sup> 11 am – 1:30 pm	2017	Speaker Thom Singer: Paradox of Potential	Education	TBD
October	13 <sup>th</sup> 5 pm - 7:30 pm	2017	Education Meets Networking: "Event Horror"	Education Meets Networking	TBD
November	1 <sup>st</sup> 7:30 am – 10:00 am	2017	Speaker Meredith Martini: Turning Your Event Attendees into Participants- CEU Meeting and Event Design	Education	TBD
December	6 <sup>th</sup> 5:00 pm – 7:00 pm	2017	N/A	Networking / Holiday Party	TBD
January	10 <sup>th</sup> 5:00 pm – 7:00 pm	2018	N/A	Networking	TBD
February	7 <sup>th</sup> 11:00 am – 1:30 pm	2018	Speaker Michelle Johnson: Human Resources - CEU	Education	TBD
March	7 <sup>th</sup> 5:00 pm – 7:00 pm	2018	N/A	Networking	TBD
April	12 <sup>th</sup> Afternoon/Evening	2018	GMID: Risk Management & Emergency Preparedness	Education: Tentative Joint Meeting with other meeting organizations	TBD
May	2 <sup>nd</sup> 5:00 pm – 7:30 pm	2018	N/A	Networking / Annual Gala Fundraiser	TBD
June	13 <sup>th</sup>	2018	Negotiations ( Judge vs. Jury)	Education	TBD

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**Event Venue History:**

Recent Monthly Meeting have been held at the following properties:

Property Name	Month	Year	Topic	Attendees
Kennywood Park	July	2017	Networking	30
Kimpton Hotel Monaco Pittsburgh	June	2017	Disney’s Approach to Employee Engagement	42
Tequila Cowboy	May	2017	Annual Gala Fundraiser	112
Cambria Hotel and Suites	April	2017	Speaker: Joshua Grimes – Cutting Edge Legal & Security Issues in Tomorrow’s Meetings	39
Howl at the Moon	March	2017	Networking	25
Pittsburgh Airport Marriott	February	2017	Speaker: Tyra Hillard – The Person – Centric Meeting	37
ACE Hotel Pittsburgh	January	2017	Networking	45
The Rivers Club	December	2016	Networking / Holiday Party	30
Crown Plaza Hotel & Suites Pittsburgh South	November	2016	Speaker: Robert Wilson – Meeting Planning Six Sigma Style: LEAN	38
Sheraton Station Square	October	2016	Networking Meet Education: Meeting Plan Horror Stories	44

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## **What Makes a Venue Proposal Attractive to MPI Pittsburgh?**

- Showcase You! Let us know if you have recently expanded your property or had a significant renovation. Our planner members especially look for an experience that showcases many options in a local area. We encourage suppliers to partner with others in their area to showcase more meeting ideas, venues and services.
- Be Creative! Non-traditional food and beverage offerings as well as themed meeting venues are always welcome.
- Go Local! If your team has ideas about how to promote the chapter meeting not only to our members, but also to your own clients and community, please add these ideas to your proposal.
- We are Pittsburgh! As a Pittsburgh association, we try to host our educational meetings and events throughout the Pittsburgh area in an effort to partner with various member properties and expose our members to new and different venues.

## **Sponsorship Opportunities**

**In-Kind Sponsorship:** MPI Pittsburgh offers a valuable sponsorship package in exchange for your hospitality. We have flexible Sponsorship options to allow you to customize the items you wish to accept in-kind for your gracious hospitality.

**Additional Sponsorship Opportunities:** Exposure is the key to success in our industry. By developing relationships with fellow members, whether planner or supplier, you will strengthen your property/venue's name in the industry, recognize and celebrate the business brought to you by these industry professionals that will result in bottom-line, measurable business.

**For additional sponsorship opportunities:** please contact our chapter administrator at [admin@mpipittsburgh.org](mailto:admin@mpipittsburgh.org)

MPI Pittsburgh is now accepting proposals for partnerships and sponsors.

***MPI Pittsburgh thanks you in advance for your interest and generosity!***

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