

Request For Proposal ~ Due Date: June 1, 2009

Would you like to showcase your property/venue and your local area to Wisconsin's meeting professionals? Then we need you! MPI-WI is now accepting proposals to host our 2010 monthly chapter meetings. This is a wonderful opportunity to reach our membership of meeting professionals. 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, resulting in bottom-line, measurable business.

Benefits of Hosting a Meeting:

- Showcase what your property/venue and your local area have to offer the meetings industry
- MPI-WI Partner Recognition at the \$2,500/Host level
- 6ft Table to display property information at MPI-WI chapter event the month prior to your hosting date
- Microphone time during announcements to promote your property & upcoming MPI-WI event at chapter event the month prior to your hosting date.
- Receive an electronic membership database file for a one-time use from MPI-WI (Mailing must be approved in advance by MPI-WI.)
- Recognition in the chapter newsletter, chapter website, and at the chapter meeting
- One complimentary registration to the host property member to attend event
- Two complimentary registrations to be used to invite non-member meeting planners to event
- Expose your staff to great industry education and networking

Tangible ROI from our Past Host Members:

See what past host properties have to say:

“The exposure to a very targeted audience (meeting planners) is very valuable.”

“We've received at least 2-3 bookings from the event. The exposure to the number of planners and suppliers cannot have a price placed on it.”

“While the awards banquet is a higher profile event requiring a greater investment for the host venue than a monthly meeting, the ROI has been wonderful. Since hosting that event, several smaller groups and one large association has selected our facility as their headquarters hotel for future programs.”

“I have found the ROI on hosting an MPI meeting to be tremendous. Applying ROI methodology, when determining whether to host a future program, has proved to be very eye opening and in every case has demonstrated a substantial return to my hotel.”

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2008 Location History

Date	Meeting Type	Property	Original Block	Pick-up
January 10-11	Education program and BOD retreat	Quality Suites Madison	1/10 – 15	1/10 – 12
February 21	Education program and fundraiser	Delafield Hotel Delafield	2/21 – 15	2/21 – 36
March 20	Education program	Clock Tower Hotel Rockford, IL	3/20 – 10	3/20 – 11
April 17	Education program	Hilton Garden Inn Oshkosh	4/17 – 10	4/17 – 24
May 14-15	Volunteer Kick-off and Education day	Sheraton Brookfield Milwaukee	5/14 – 45	5/14 - 27
June 18	Golf outing w/ WSAE	Kalahari Resort Wisconsin Dells	6/18 – 44	6/17 – 69 6/18 – 35
September 11	Awards Gala	Blue Harbor Resort Sheboygan	9/11 – 75	9/10 – 2 9/11 – 68 9/12 – 1
October 16	Education program	Cranberry Lodge Tomah	10/16 – 10	N/A
November 13	Education day and trade show	Wyndham Milwaukee Airport Milwaukee	11/12 – 30	11/12 - 53
December 4	Education program and holiday fundraiser	Radisson Paper Valley Appleton	12/4 – 20	12/4 - 34

What Makes a Proposal Attractive to MPI-WI?

Here are some tips to improve your chance of being selected:

1. Submit **complete** proposals **on time**. Every year, some proposals are carefully thought-out ideas that respond to our chapter's needs, and some proposals are a generic contract and sales kit in the mail – often without addressing specific issues we discuss in our RFP. **Only those proposals that respond to our requirements will be considered.**
2. All proposals MUST accompany the completed RFP Summary Form, page 12.
3. Partnerships will be critical for our selections in 2010. Our planner members especially are looking 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. We also encourage corporate planners with meeting facilities to become meeting hosts!
4. **Be Creative!** Non-traditional meeting venues and themes are always welcome.
5. Can you offer local marketing help? 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.
6. We will try to move the meetings around the state and work with many different properties.

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Guidelines

General Information

- ❑ Host property must have a member of MPI-WI at the time of the awarded proposal and through the meeting date.
- ❑ MPI-WI has traditionally held meetings on the third or fourth Thursday of the month; however, a creative proposal that offers a different date will be considered.
- ❑ MPI-WI member of host facility will serve on the meeting team. It is recommended that your area CVB partner with the hotel property to maximize attendance.

Guest Rooms

- ❑ A cutoff date for sleeping rooms two weeks before the meeting date is appreciated. We ask that the MPI negotiated room rate be honored after the room release date if rooms are available.
- ❑ Many of our members pay for sleeping rooms out of their own pockets; competitive rates on sleeping rooms are important!
- ❑ Sleeping rooms **MUST** be at the property of an MPI-WI member. We request ten complimentary rooms to accommodate speakers, chapter staff and/or VIPs. These complimentary rooms are requested, but not required in order to be selected as a host.
- ❑ If a hotel wishes to provide sleeping room amenities all attendees, whether planner or supplier, must be included.

Meeting Space & AV

- ❑ MPI-WI requires complimentary meeting space for all programs.
- ❑ MPI-WI requests standard audio-visual to be complimentary whether your AV is in-house or provided by an external company. Arrangements with local AV companies to provide this service complimentary is the responsibility of the host. Equipment to be complimentary includes: overheads, data projectors, flipcharts, screens, wireless lavalier microphones, lecterns, AV carts, slide projectors, and Internet access. Board of Directors meeting room requires Internet access (wireless preferred), 5 extension cords/power strips, and Omni speakerphone. If property is unable to supply equipment on a complimentary basis, the proposal should include any AV costs that MPI-WI may incur.

Food & Beverage

- ❑ Maximum compensation for chapter meeting meal functions is as follows: \$10 for breakfast, \$18 for luncheon, \$10 for boxed lunch (June Golf Outing), \$15 for Golf Outing reception (June), \$25 for fundraiser reception/dinner (Feb), and \$30 for the awards gala (Sept) and holiday banquet (Dec) dinners. **All rates are inclusive of tax and service charges.** Type of function scheduled depends on timing of education program. Unless noted in the Meeting Specifications below, only one meal function will be charged to MPI per event. Further, the chapter sometimes schedules retreats for chapter leaders that include food and beverage. Compensation for these functions is negotiable (MPI-WI is willing to seek sponsors for these functions if the host is unable to sponsor them.) See monthly meeting description for specific compensation details.
- ❑ Host facility will provide a complimentary beverage/continental breakfast/break set up for Board of Directors Meetings (16 attendees).
- ❑ Cocktail functions are to include a **cash bar**. All persons serving alcohol must be licensed bartenders. Hosts may serve complimentary wine with dinner if they choose.
- ❑ Reception will include complimentary hors d'oeuvres.

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- Golf outing sponsors are permitted to bring and distribute their own sample-size snacks and non-alcoholic beverages on the course.

Green Initiatives

MPI-WI supports green initiatives throughout the meeting planning industry, including:

- Recycling receptacles for all glass bottles, aluminum cans and paper
- Bulk condiments (i.e., sugar, creamer, butter, jam) instead of individual packets
- Use of china, glass and flatware instead of disposable plates, cups, etc.
- Towel and linen reuse programs
- Energy-saving lightbulbs in sleeping rooms, public space and meeting rooms

Financial & Contractual Considerations

- MPI-WI is responsible only for charges as signed in the BEOs and stated in the event contract. While pre and/or post event receptions, transportation, entertainment, etc. are greatly appreciated and beneficial to showing off your property and area, any vendor fees associated are not the responsibility of the MPI-WI chapter. The contracted host facility agrees to be responsible for any invoices received by MPI-WI related to outside vendor costs for pre or post meeting events.
- If your property is selected, both parties will execute contracts by June 1, 2008. Both the sales manager and Director of Sales must sign on behalf of the hotel.
- MPI-WI is tax-exempt; a copy of our exemption certificate will be attached to all contracts.
- The MPI-WI Chapter reserves the right to request additional RFPs for monthly meetings should applying facilities not meet the established guidelines.

How to Submit a Proposal

Your proposal can be in the form of a fax, e-mail or letter with a sales kit and floor plans attached. Your proposal **MUST** include a completed RFP Summary Form, found on page 12. The correspondence needs to be received at this address no later than June 1, 2009:

MPI Wisconsin Chapter - 2010 RFP
2830 Agriculture Drive
Madison, WI 53718
admin@mpiwi.org
fax: 608.204.9818

Upon delivery, MPI-WI will confirm receipt of your proposal.

Your proposal should include:

- Which month(s) you would like to host a meeting, in order of preference
- Sleeping room rate (should be same for single/double occupancy)
- Number of complimentary rooms offered
- A Letter of Intent, which indicates that your proposal team understands the compensation guidelines (no fee for function space, complimentary AV, food and beverage compensation, etc.)
- Available and type of Internet access in both meeting rooms and sleeping rooms (high speed, wired, wireless, etc.)
- Roles and Letter of Intent from any partners you may have as part of your proposal team

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- Any special ideas to showcase your area and properties. For example, bonfire on your lakefront, FAM tour of local meeting facilities, boat cruise, special themes, dinner at an unusual site, etc. These need not be final ideas or details but will be worked out with MPI-WI closer to the meeting date.
- All space should be held for MPI-WI until the RFP committee makes a final decision. If required, please impose a 48-hour decision process to MPI-WI and first right of refusal.

What Happens After You Submit a Proposal?

The MPI-WI RFP Team will select a first and second choice for each chapter meeting by July 1, 2009. The chapter will then begin negotiations with the first choices for each meeting. If negotiations cannot be completed with the first choice, the chapter will then begin negotiations with the second choice. All negotiations will be completed and contracts executed by August 1, 2009.

Special Note: The following reflects the proposed dates and times, MPI-WI Chapter would prefer to hold their monthly meetings. Please understand that the times of the program may need to be changed due to the program parameters. MPI-WI respectfully requests that space for the entire day you propose be held open with the understanding that final confirmation of specifics will happen no less than 90 days prior to the program.

Binding Authority: MPI-WI Chapter Staff ~ Christopher Dyer of Morgan Data Solutions, LLC is the only person authorized to provide signature to all negotiated hotel contracts.

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2010 Proposed Meeting Specifications

January 2010 Chapter Meeting and Board of Directors Strategic Planning Retreat

- Thursday, January 7, 2010 – Friday, January 8, 2010
- Sleeping rooms: 15 rooms for 1/7

Time	Function	Attendance/Set	Compensation
Day 1 – Thu, 1/7			
11am – 12pm	Registration	3-8' tables with 4 chairs	None
12pm – 1pm	Luncheon	100 people at round tables	\$18 per person inclusive
1pm – 4pm	Chapter Education Program	100 people at half rounds	None
4pm – 5pm	Reception/tour of property		Cash Bar Complimentary hors d'oeuvres
9am – 11am or 5pm – 7pm	Board of Directors Meeting Beverage Break	Hollow square for 20 with perimeter seating for 10/internet access/Omni speaker phone/extension cords & power strips	None
5pm or 7pm	Dinner (please provide onsite options) *Group retains right to take dinner off-site.	20 people at one table Order will be from menu	Full reimbursement of menu price.
Day 2 – Fri., 1/8			
8am – 9am	Breakfast	20 people at round tables	\$10 per person inclusive maximum
9am – 5pm	Board/Leadership Meeting Beverage Breaks	20 people at half rounds	None
12pm – 1pm	Lunch	20 people at round tables	\$18 per person inclusive maximum

February 2010 Chapter Meeting & Evening Fundraiser Event

- Thursday, February 11, 2010
- Sleeping rooms: 30 rooms for 2/11
- Fundraising Event Idea should be included (i.e. Live auctions, silent auctions, bowling, ice skating, pub crawl, Bucks/Badger games, Casino events are some ideas)

Time	Function	Attendance/Set	Compensation
11am – 1pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None
1pm – 2pm	Registration	3-8' tables with 4 chairs	None
2pm – 5 pm	Chapter Education Program Beverage Break	100 people at half rounds	None
5pm – 6pm	Reception/tour of property		Cash Bar
6pm-10pm	Fundraising Event	100 People at half rounds	Cash Bar \$25 Dinner/Reception

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March 2010 Chapter Meeting

- Thursday, March 18, 2010
- Sleeping rooms: 10 rooms for 3/18

Time	Function	Attendance/Set	Compensation
9am – 11am	Board of Directors Meeting Beverage Break	Hollow Square for 20 people with perimeter seating for 10	None
11am – 12pm	New member reception Complimentary Beverage/ Break set for 20	6-8 rounds of ten	None
11am – 12pm	Registration	3-8' tables with 4 chairs	None
12pm – 1pm	Luncheon	100 people at round tables	\$18 per person inclusive maximum
1pm – 4pm	Chapter Education Program Beverage Break	100 people at half rounds	None
4pm – 5pm	Reception/tour of property		Cash Bar Complimentary hors d'oeuvres

April 2010 Chapter Meeting

- Thursday, April 15, 2010
- Sleeping rooms: 10 rooms for 4/15

Time	Function	Attendance/Set	Compensation
9am-11am	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None
11am – 12pm	Registration	3-8' tables with 4 chairs	None
12pm – 1pm	Luncheon	100 people at round tables	\$18 per person inclusive maximum
1pm – 4pm	Chapter Education Program Beverage Break	100 people at half rounds	None
4pm – 5pm	Reception/tour of property		Cash Bar Complimentary hors d'oeuvres

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May 2010 Volunteer Kick-Off & Chapter Education Day

- Wednesday, May 12, & Thursday, May 13, 2010
- Sleeping rooms: 25 for 5/12

Time	Function	Number of People/Set	Compensation
Day 1 Wed 5/12			
1pm – 5pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None
5 pm – 7pm	Volunteer Kick-Off Event Beverage Break	50 people at half rounds	None
7 pm – 9pm	Reception/Tour of Property		Cash Bar Complimentary hors d’oeuvres
Day 2 Thur 5/13			
8am – 9am	Registration/Continental Breakfast	100	\$10 per person inclusive maximum
9am – 4pm	General Session AM and PM beverage breaks	200 people at half rounds	None
9am – 4pm	Break-outs (2)	75 people each at half rounds	None
11:30am – 1pm	Networking Luncheon	200 people networking lunch	\$18 per person inclusive maximum

June 2010 Chapter Golf Outing

- Wednesday, June 16 & Thursday, June 17, 2010
- Sleeping rooms: 40 for 6/16 and 25 for 6/17

Time	Function	Number of People/Set	Compensation
Day 1 Wed 6/16			
4pm – 6pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None
6pm – 8pm	Reception/Tour of Property		Cash Bar Complimentary hors d’oeuvres
Day 2 Thurs 6/17			
9am – 10am	Registration	120 people	None
10am	Golf Outing w/Box Lunch for 140 golfers (MUST INCLUDE Golf information with proposal) Non-Golfer Outing (provide agenda & price list)	Box lunches: 140 for golfers Non-golf lunches: 30	\$10 per person inclusive maximum + golf green fee/non golfer outing fee
4pm-?	Reception/Hors d’oeuvres/golf awards/entertainment	170 people	\$15 per person inclusive maximum Cash Bar

**The golf outing has the potential for an MPI & WSAE joint event, which would increase both Meeting Planner & Association Executive attendance.*

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July 2010 – No Meeting

August 2010 – No Meeting

September 2010 ~ Chapter Awards Celebration Gala

- Thursday, September 16, 2010
- Sleeping rooms: 65 for 9/16

Time	Function	Number of People/Set	Compensation
Wed. 9/15 starting at 12:00noon	Set-up	*See below	None
Thur. 9/16			
10am – 1pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None Lunch may be ordered from restaurant-full reimbursement of menu
1pm – 4pm	Awards Banquet Rehearsal	In banquet room	None
5pm – 6pm	Past President’s Reception	30 ppl, cocktail set Can be in suite	None (sponsor?)
5:30pm – 6:30pm	Cocktail Reception Registration	150	Cash Bar
6:30pm – 9:30pm	Awards Banquet	In banquet room * See Below	\$30 per person inclusive
9:30pm – midnight	Afterglow dance/entertainment	100 people, could be in banquet room	None
Fri. 9/17 Until 2pm	Teardown		

Note: ***Room dimensions and proposed room layout must be included with proposal.**

Complimentary room set-up should include rounds of 8 for 150; 24’x16’ stage w/stairs on both sides; lighted standing lectern with microphone holder; hand-held cordless microphone; three 6’ skirted tables off stage for awards; (2) 9’x14’ front projection screens with dress kit placed on each side of the stage, 2 video projectors, spotlight and track lighting and audio sound system mix boards. Spotlight, tracking lighting and audio system mix boards can be provided by outside vendor. Minimum ceiling height of 14’ is required. **Room for Awards Banquet must be available for set-up and teardown from noon on September 15 through 2 pm on September 17.**

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October 2010 Chapter Meeting

- Thursday, October 14, 2010
- Sleeping rooms: 10 rooms for 10/14

Time	Function	Attendance/Set	Compensation
9am – 11am	Board of Directors Meeting Beverage Break	Hollow Square for 20 people with perimeter seating for 10	None
11am – 12pm	New Member Reception Complimentary Beverage/ Break set up for 20	6-8 rounds of 10	None
11am – 12pm	Registration	3- 8' tables with 4 chairs	None
12pm – 1pm	Luncheon	100 people at round tables	\$18 per person inclusive maximum
1pm – 4pm	Chapter Education Program Beverage Break	100 people at half rounds	None
4pm – 5pm	Reception/tour of property		Cash Bar Complimentary hors d'oeuvres

November 2010 Chapter Education Day & Tradeshow

- Wednesday, November 11 - Thursday, November 12, 2010
- Sleeping rooms: 30 for 11/11

Time	Function	Number of People/Set	Compensation
Wed, Nov 11			
6pm – 24 hours	Exhibitor Set-up Room to be held until 8:00pm on Thu, 11/12 for exhibitor teardown	Need space for 200 people networking lunch & approximately 7500 sq. ft for exhibit displays	
7pm – 9pm	Reception/Tour of Property		Cash Bar Complimentary hors d'oeuvres
Thu, 11/12			
8am – 9am	Registration/Continental Breakfast	100	\$10 per person inclusive maximum
9am – 5pm	General Session	200 people at half rounds Room will also be used for break-outs	None
9am – 5pm	Education Programming with (2) concurrent breakouts	Classroom or half rounds for 75/each	None
11:15am – 2pm	Networking Luncheon & Tradeshow	Lunch buffet	\$18 per person inclusive maximum. Proposal to include any pipe/drape cost estimates.
2pm – 3pm	General Session Beverage Break	200 people at half rounds	None
Evening before or after Education Day	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None

**The education day and trade show has the potential for joint event with the Minnesota chapter, which would increase attendance, trade show space needs and overnight room accommodations.*

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December 2010 Chapter Meeting & Holiday Fundraiser

- Thursday, December 9, 2010
- Sleeping rooms: 30 for 12/9

Time	Function	Number of People/Set	Compensation
11:30am –1:30pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 people with perimeter seating for 10	None
1:30pm – 2:30pm	Registration	100 People	None
2:30pm – 5:30pm	Chapter Education Program	100 People at half rounds	None
5:30pm – 6:30pm	Cocktail Reception	130	Cash Bar Complimentary hors d'oeuvres
6:30 pm - 9:30 pm	Dinner & Dance or entertainment	130 people at round tables	\$30 per person inclusive

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RFP Summary Form

This form must be submitted with proposal in order to be considered as a host property for an MPI-WI event

Property Name				
Property Address				
Phone				
Fax				
Website				
Submitted by				
MPI-WI chapter member name & email				
What month(s) are you interested in hosting? Please indicate preference (1, 2, 3, etc). You do not need to fill in a number for each month.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	January (BOD retreat) February (fundraising) March April May (education day)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	June (golf outing) September (awards) October November (trade show) December (fundraising)
Sleeping Room Rate				
How many complimentary rooms are you providing?				
Is meeting space complimentary?				
Is A/V equipment complimentary? If not, please summarize costs.				
Will you offer complimentary F/B for the Board of Directors meeting?				
What type of internet availability (wired/wireless) is in the sleeping rooms?				
What type of internet availability (wired/wireless) is in the meeting rooms?				
Additional information (i.e., fundraising ideas, theme, golf rates)				