

Request for Proposal

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 2013 monthly chapter educational meetings and special events. This is a wonderful opportunity to reach our membership of corporate, association and independent 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 Chapter Host Sponsor Recognition as a Silver Level Partner valued at \$2,500
- Featured on www.mpiwi.org Events Calendar with a direct link to your website (most visited page on site)
- Opportunity to interact with members and display property information (6ft table) at the 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 prior to your hosting date.
- One-time use of MPI-WI Chapter member mailing list (Mailing must be approved in advance by MPI-WI Chapter.)
- Recognition in the chapter newsletter, chapter website, and at the chapter meeting as a host partner
- One complimentary registration to the host property member to attend event
- Two complimentary registrations to invite non-member meeting planners to event. Expose your clients to great industry-related education and networking
- MPI-WI will share survey feedback from attendees regarding their satisfaction with your property

Tangible ROI from our Past Host Members:

"MPI brought us over \$2,500 of revenue! All the guests were courteous and very easy to accommodate!"

"As a result from hosting the annual 2011 golf outing we booked 3 events here at the resort!"

"Hosting an MPI event has a ripple effect. We not only exposed our facilities and catering to a large number of potential users, but also provided our Executive Director, Marketing Manager, and others within our organization a glimpse at the power of MPI.."

"It's a great honor to host such a prestigious event for your peers and potential clients."

2010 Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
January 7	Education program and BOD retreat	Quality Inn & Suites Madison	60	3
February 18	Education program and fundraiser	Delafield Hotel Delafield	102	20
March 18	Education program	Radisson Milwaukee-West Wauwatosa	70	1
April 13	Education program	Lake Lawn Resort Delavan	78	7 Mon 7 Tue
May 13	Volunteer Kick-off and Education Day	Madison Marriott West Madison	86	20 Wed 4 Thu
June 16	Golf outing with WASE	Holiday Inn Hotel Stevens Point	88	39 Wed 5 Thu
July 8-9	Board of Directors Retreat	Hyatt Place Madison	16	12
September 9	Awards Gala	Bridgewood Resort Neenah	93	39
October 14	Education program	Hotel Sierra Green Bay	68	3 Wed 18 Thu
November 10-11	Midwest Regional Conference	St. Paul RiverCentre St. Paul, MN	62 (WI only)	n/a
December 9	Education program and holiday fundraiser*	Wilderness Resort Wisconsin Dells	66	24

2011 Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
January 6	Education program and BOD retreat	Hyatt Regency Milwaukee	104	6 Wed 16 Thu
February 10	Education program	UW Madison Pyle Center Madison	87	4
March 17	Education program and fundraiser	Potawatomi Bingo Casino & Crowne Plaza - Milwaukee	80	11
April 14	Education program	The Osthoff Resort Elkhart Lake	60	27 Thu 1 Fri
May 12	Volunteer Kick-off and Education Day	Sheraton Brookfield	108	27 Wed 2 Thu
June 23	Golf outing with WASE	Heidel House Resort Green Lake	84	66 Wed 5 Thu
July 10-11	Board of Directors Retreat	Radisson Wauwatosa	16	9
September 8	Awards Gala	Chula Vista Resort Wisconsin Dells	66	28
October 20	Education program	Jefferson Street Inn Wausau	63	9
November 16-17	Fall Education Day and Tradeshow	Alliant Energy Center & Clarion Suites - Madison	196	41

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 2013. 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. Let us know if you have recently expanded your property or had a significant renovation.
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. As a statewide association, we try to host our educational meetings and events throughout Wisconsin in an effort to partner with various member properties and expose our members to new and different venues.

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 second or third Thursday of the month; however, a creative proposal that offers a different date or times of day will be considered and are encouraged. (See proposed calendar on pages 7-11.)
- 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 one week 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! (Average range of rates for 2011 are \$70-\$99)
- Sleeping rooms **MUST** be at the property of an MPI-WI member. We request 10 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 are 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. There will be an added benefit if you can provide video capabilities with data projectors.
- 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 for June Golf Outing only
 - \$14 for June Golf Outing reception
 - \$25 for fundraiser reception/dinner (March)
 - \$30 for September Awards Gala
- **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 (Host can option to find sponsors for these functions and will receive an added benefit if they do so, however, MPI-WI is willing to seek sponsors for these functions if the host is unable to sponsor them.) See monthly meeting description (attached) 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.
- Host facility will provide a complimentary reception with hot/cold hors d'oeuvres' and cash bar either pre or post event as listed on the Meeting Specifications beginning on page 7 of this document. Note: This is an excellent time to offer property tours!
- Host facility is encouraged to provide a complimentary beverage break during the educational portion of the meeting.

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 light bulbs in sleeping rooms, public space and meeting rooms
- Use of local and organic food when necessary on menu

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, 2012.
- 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 **March 9, 2012**:

MPI Wisconsin Chapter - 2013 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
- 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. New spaces or renovations? 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 April 1, 2012. 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 June 1, 2012.

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.

Overview – 2013 Proposed Meeting Calendar

Please see the detailed needs on pages 7-11

Month	Preferred Date	Alternate Date	Meeting Type	Estimated Attendance	Estimated Guestrooms
January	10-11	17-18	Education program and Board of Directors Retreat	80-100	15
February	7		Education program	80-100	10
March	14	21	Education program and fundraiser	80-100	30
April	11	18	Education program	80-100	10
May	8-9	15-16	Volunteer Kick-off and Education Day	100-125	25
June	12-13	5-6	Golf outing with WASE	130-150	50
July/June	Jul 14-15	Jun 23-24	Board of Directors Retreat	15-20	10
September	5	12	Awards Gala	100-130	65
October	17	24	Education program	70-90	10
November	13-14	20-21	Education Day and Tradeshow	150-200	50

2013 Proposed Meeting Specifications

January 2013 Chapter Meeting and Board of Directors Strategic Planning Retreat

- Thursday, January 10 – Friday, January 11, 2013
- Alternate Date – Thursday, January 17 – Friday, January 18, 2013
- Sleeping rooms: 15 rooms for 1/10/13 (or 1/17/13)

Time	Function	Attendance/Set	Compensation
Day 1 – Thursday			
9 am – 11am or 5 pm – 7 pm	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
11 am – 12 pm	Registration	3-8' tables with 4 chairs	None
11 am – 12 pm	New member reception Complimentary Beverage/ Break set for 25	6-8 crescent rounds of six	None
12 pm – 1 pm	Luncheon	100 people at round tables	\$18 per person inclusive
1 pm – 4 pm	Chapter Education Program	100 people at half rounds	None
4 pm – 5 pm	Reception/tour of property		Cash Bar
6 pm or 7 pm	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 – Friday			
8 am – 9 am	Breakfast	20 people at round tables	\$10 per person inclusive maximum
9 am – 4 pm	Board/Leadership Meeting Beverage Breaks	20 people at half rounds	None
12 pm – 1 pm	Lunch	20 people at round tables	\$18 per person inclusive maximum

February 2013 Chapter Meeting

- Thursday, February 7, 2013
- Sleeping rooms: 5 rooms night prior to event and/or 10 rooms night of event

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

March 2013 Chapter Meeting & Evening Fundraiser Event

- Thursday, March 14, 2013 or Thursday, March 21, 2013
- Sleeping rooms: 30 rooms for Thursday evening
- 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
10 am – 1 pm	Board of Directors Meeting Lunch	Hollow Square for 20 with perimeter seating for 10	None
1 pm – 2 pm	Registration	3-8' tables with 4 chairs	None
2 pm – 5 pm	Chapter Education Program Beverage Break	100 people at half rounds	None
5 pm – 6 pm	Reception/tour of property		Cash Bar
6 pm – 10 pm	Fundraising Event	100 People at half rounds	Cash Bar \$25 Dinner/Reception

April 2013 Chapter Meeting

- Thursday, April 11, 2013 or April 18, 2013
- Sleeping rooms: 10 rooms for day of event

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

Alternative Timing

Time	Function	Attendance/Set	Compensation
8 am – 8:30 am	Registration	3-8' tables with 4 chairs	None
8:30 am – 9:30 am	Plated breakfast	100 people at round tables	\$10 per person inclusive maximum
9:30 am – 11:30 am	Chapter Education Program Beverage Break	100 people at half rounds	None
11:30 am – 12:30 pm	Reception/tour of property	100 people	None
1 pm – 3 pm	Board of Directors Meeting Beverage Break Potential Lunch – from limited menu	Hollow Square for 20 with perimeter seating for 10	None Lunch – actual

May 2013 Volunteer Kick-Off & Chapter Education Day

- Wednesday, May 8 – Thursday, May 9, 2013
- Alternate – Wednesday, May 15 – Thursday, May 16, 2013
- Sleeping rooms: 25 for Wednesday evening

Time	Function	Attendance/Set	Compensation
Day 1 – Wednesday			
1 pm – 5 pm	Board of Directors Meeting (current board / new board) Beverage Break	Hollow Square for 20 with perimeter seating for 10	None
5 pm – 6 pm	Reception/Property Tour		None
Day 2 – Thursday			
7:30 am – 8:30 am	Registration and Continental Breakfast	3-8' tables with 4 chairs 100 ppl	\$10 per person inclusive maximum
8:30 am – 5 pm	General Session AM and PM beverage breaks	200 people at half rounds	None
9 am – 5 pm	Break-outs (3)	65 people each at half rounds	None
11:30 am – 1 pm	Networking Luncheon	200 people networking lunch	\$18 per person inclusive maximum

June 2013 Chapter Golf Outing (host must be a member with both MPI and WSAE)

- Wednesday, June 12 – Thursday, June 13, 2013
- Alternate – Wednesday, June 5 – Thursday, June 6, 2013
- Sleeping rooms: 50 on Wednesday evening, 5 for Thursday evening

Time	Function	Attendance/Set	Compensation
Day 1 – Wednesday			
1 pm – 4 pm	WSAE Board of Directors Meeting Beverage Break	Board room for 15	None
4 pm – 5:30 pm	Roundtable Discussion Beverage Break	40 people at half rounds	None
5:30 – 7 pm	Reception/Property Tour	75 people	None
Day 2 – Thursday			
9 am – 10 am	Registration	120 people	None
10 am	Golf Outing w/Box Lunch for 120 golfers (MUST INCLUDE Golf information with proposal) Non-Golfer Outing (provide agenda & price list)	Box lunches: 120 for golfers Non-golf lunches: 30	\$10 per person inclusive maximum + golf green fee/non-golfer outing fee
4 pm – 5:30 pm	Reception/Hors d'oeuvres/golf awards/entertainment	150 people	\$15 per person inclusive maximum Cash Bar

*The golf outing is a joint MPI & WSAE event which provides increased exposure to both Meeting Planners & Association Executives in attendance. Host must be or become a member of MPI & WSAE at the time of the event.

July 2013 – Board of Directors Retreat

- Sunday, July 14 – Monday, July 15, 2013
- Alternate – Sunday, June 23 – Monday, June 24, 2013
- Sleeping rooms: 10 for Sunday evening

Time	Function	Attendance/Set	Compensation
Day 1 – Sunday			
1 pm – 6 pm	Board/Leadership Meeting Beverage Break	5 crescent rounds of 5	None
Day 2 – Monday			
7:30 am – 8 am	Breakfast	5 crescent rounds of 5	\$10 per person inclusive maximum
8 am – 4 pm	Board/Leadership Meeting Beverage Break	5 crescent rounds of 5	None
12 pm – 1 pm	Lunch	5 crescent rounds of 5	\$18 per person inclusive maximum

August 2013 – No Meeting

September 2013 Chapter Awards Celebration Gala

- Thursday, September 5, 2013 or September 12, 2013
- Sleeping rooms: 65 for day of event

Time	Function	Attendance/Set	Compensation
Day 1 – Wednesday			
12 pm – 24 hour hold	Set-up	*See below	None
Day 2 – Thursday			
10 am – 1 pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10	None Lunch may be ordered from menu – full reimbursement of menu price
1 pm – 4 pm	Awards Banquet Rehearsal	In banquet room	None
5 pm – 6 pm	Past President's Reception	30 ppl, cocktail set Can be in suite	None (sponsor?)
5 pm – 6 pm	Cocktail Reception Registration	150 ppl	Cash Bar
6 pm – 9 pm	Awards Banquet	In banquet room * See Below	\$30 per person inclusive
9:30 pm – midnight	Afterglow dance/entertainment	100 people, could be in banquet room	None
Day 3 – Friday			
Until 2:00pm	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 day prior to event through 2 pm on day after event.**

October 2013 Chapter Meeting

- Thursday, October 17 or Thursday, October 24, 2013
- Sleeping rooms: 10 rooms for day of event

Time	Function	Attendance/Set	Compensation
8:30 – 10:30 am	Board of Directors Meeting Beverage Break	Hollow Square for 20 people with perimeter seating for 10	None
10:30 am – 11:15 am	New Member Reception Complimentary Beverage/ Break set up for 20	6-8 rounds of 6	None
11 am – 12 pm	Registration & Tours	3- 8' tables with 4 chairs	None
12 pm – 1 pm	Luncheon	100 people at round tables	\$18 per person inclusive maximum
1 pm – 4 pm	Chapter Education Program Beverage Break	100 people at half rounds	None
4 pm – 5 pm	Post Event Reception	100 ppl	None

November 2013 Chapter Education Day & Tradeshow*

- Wednesday, November 13 – Thursday, November 14, 2013
- Alternate Dates - Wednesday, November 20 – Thursday, November 21, 2013
- Sleeping rooms: 50 for Wednesday evening

Time	Function	Attendance/Set	Compensation
Day 1 - Wednesday			
2 pm – 24 hours	Exhibitor Set-up Room to be held until 8:00pm on Thursday for exhibitor teardown	Need approximately 10,000 sq. ft for exhibit displays	Proposal to include any pipe/drape cost estimates.
6 pm – 8 pm	Reception, Tour	80-100	None
Day 2 – Thursday			
7:30 am – 8:30 am	Registration/Continental Breakfast	175	\$10 per person inclusive maximum
8:30 am – 10 am	General Session Refreshment break post session	200 people at half rounds Room may also be used for general session at end of day	None
10 – 11:30 am	Education Programming with (3) concurrent breakouts	Classroom or half rounds for 75/each	None
11:45 am – 12:30 pm	Networking Luncheon	175	\$18 per person inclusive maximum
1:45 pm – 3 pm	Educational Programming with 3 concurrent breakouts	Classroom or half rounds for 75/each	
3 pm – 4:30 pm	General Session	200 people at half rounds	None

*This event may not include a full tradeshow.

December 2013 – No meeting



RFP Summary Form

This form must be submitted with proposal 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				
List in order of preference the months and/or month you wish to be considered.	<input type="checkbox"/> January (BOD retreat) <input type="checkbox"/> February <input type="checkbox"/> March (fundraising) <input type="checkbox"/> April <input type="checkbox"/> May (full education day)	<input type="checkbox"/> June (golf outing) <input type="checkbox"/> July (BOD retreat) <input type="checkbox"/> September (awards) <input type="checkbox"/> October <input type="checkbox"/> November (full education day & trade show)		
Describe your Property along with unique or differentiating attributes.				
Sleeping Room Rate				
What is included in the rate, i.e. free parking, internet access, etc.				
How many complimentary rooms are you providing?				
Is meeting space complimentary?				
Is A/V equipment complimentary? Does it allow for video play? If not, please summarize costs.				
Will you offer complimentary F/B for the Board of Directors meeting, including water, coffee, tea and soda?				
Will you offer a complimentary hot hors d'oeuvres reception either pre or post event as directed by the event schedule? (Cash bar recommended)				
What type of internet availability (wired/wireless) is in the sleeping rooms? Is it complimentary, if not what is cost?				
What type of internet availability (wired/wireless) is in the meeting rooms? Is it complimentary, if not what is the cost?				
Additional information (i.e., fundraising ideas, theme, golf rates)				