

Request for Proposal ~ Due Date: April 1, 2010

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 2011 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 staff 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:

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."

Request For Proposal ~ Due Date: April 1, 2010

2008 Location History

Date	Meeting Type	Property	Pick-up
January 10-11	Education program and BOD retreat	Quality Suites Madison	1/10 – 12
February 21	Education program and fundraiser	Delafield Hotel Delafield	2/21 – 36
March 20	Education program	Clock Tower Hotel Rockford, IL	3/20 – 11
April 17	Education program	Hilton Garden Inn Oshkosh	4/17 – 24
May 14-15	Volunteer Kick-off and Education day	Sheraton Brookfield Milwaukee	5/14 - 27
June 18	Golf outing w/ WSAE	Kalahari Resort Wisconsin Dells	6/17 – 69 6/18 – 31
September 11	Awards Gala	Blue Harbor Resort Sheboygan	9/10 – 2 9/11 – 68 9/12 – 1
October 16	Education program	Cranberry Lodge Tomah	N/A
November 13	Education day and trade show	Wyndham Milwaukee Airport Milwaukee	11/12 - 53
December 4	Education program and holiday fundraiser	Radisson Paper Valley Appleton	12/4 - 34

2009 Location History

Date	Meeting Type	Property	Pick-up
January 9-11	Education program and BOD retreat	Hilton Garden Inn Madison West/Middleton, WI	1/9 – 11
February 19	Education program and fundraiser	Crowne Plaza Milwaukee-Wauwatosa	2/19 – 3
March 19	Education program	Holiday Inn Neenah Riverwalk	3/19 – 19
April 23	Education program	Four Seasons Resort - Pembine	4/23 - 37
May 14-15	Volunteer Kick-off and Education day	Sheraton - Madison	5/14 - 8
June 18	Golf outing w/ WSAE	Grand Geneva – Lake Geneva	6/16 – 1 6/17 – 65 6/18 – 16 6/19 – 1
September 17	Awards Gala	Kalahari Resort & Conference Center – Wisconsin Dells	9/16 – 3 9/17 – 53 9/18 – 3
October 15	Education program	Radisson Hotel - Lacrosse	10/15– 19
November 12	Education day and trade show	Monona Terrace Convention Center, Madison Concourse Hotel - Madison	11/12 – 74
December 10	Education program and holiday fundraiser	The Abbey Resort - Fontana	12/9 – 1 12/10 – 19

Request For Proposal ~ Due Date: April 1, 2010

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 2011. 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.

Request For Proposal ~ Due Date: April 1, 2010

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. (See proposed calendar on pages 6-11.)
- 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 2009 are \$59-\$99.)
- 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 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 (Mar)
 - \$30 for September Awards Gala and December Holiday Event
- **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.

Request For Proposal ~ Due Date: April 1, 2010

- 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.

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
- 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, 2010.
- 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 April 1, 2010:

MPI Wisconsin Chapter - 2011 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.

Request For Proposal ~ Due Date: April 1, 2010

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 May 1, 2010. 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, 2010.

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.

Request For Proposal ~ Due Date: April 1, 2010

2011 Proposed Meeting Specifications

January 2011 Chapter Meeting and Board of Directors Strategic Planning Retreat

- Thursday, January 6, 2011 – Friday, January 7, 2011
- Sleeping rooms: 15 rooms for 1/6

Time	Function	Attendance/Set	Compensation
Day 1 – Thu, 1/6			
11 am – 12 pm	Registration	3-8' tables with 4 chairs	None
11 am – 12 pm	New member reception Complimentary Beverage/ Break set for 20	6-8 rounds of ten	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
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
5 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 – Fri., 1/7			
8 am – 9 am	Breakfast	20 people at round tables	\$10 per person inclusive maximum
9 am – 5 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 2011 Chapter Meeting

- Thursday, February 10, 2011
- Sleeping rooms: 10 rooms for 2/10

Time	Function	Attendance/Set	Compensation
10:30 am – 12 pm	Registration	3-8' tables with 4 chairs	None
11 am – 12 pm	TBD	50 people at round tables	
12:00 pm – 3:00 pm	Luncheon and Chapter Education Program / Beverage Break	100 people at half-round tables	\$18 per person inclusive maximum
3 pm – 5 pm	Board of Directors Meeting Beverages	Hollow Square for 20 people with perimeter seating for 10	None

Request For Proposal ~ Due Date: April 1, 2010

March 2011 Chapter Meeting & Evening Fundraiser Event

- Thursday, March 17, 2011
- Sleeping rooms: 30 rooms for 3/17
- 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
10am – 1pm	Board of Directors Meeting Lunch	Hollow Square for 20 with perimeter seating for 10	None
1pm – 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
6pm-10pm	Fundraising Event	100 People at half rounds	Cash Bar \$25 Dinner/Reception

April 2011 Chapter Meeting

- Thursday, April 14, 2011
- Sleeping rooms: 10 rooms for 4/14

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
4:00 pm – 5:00 pm	Reception/tour of property		Cash Bar

- Alternative Timing

Time	Function	Attendance/Set	Compensation
12 pm – 2 pm	Board of Directors Meeting	Hollow Square for 20 with perimeter seating for 10	Lunch ordered off menu
2 pm – 3 pm	Registration		
3 pm – 5 pm	Chapter Education Program Beverage Break	100 people at half rounds	None
5 pm – 7 pm	Reception/tour of property	100 people	\$10 per person appetizers and cash bar

Request For Proposal ~ Due Date: April 1, 2010

May 2011 Volunteer Kick-Off & Chapter Education Day

- Wednesday, May 11, & Thursday, May 12, 2011
- Sleeping rooms: 25 for 5/11

Time	Function	Number of People/Set	Compensation
Day 1 Wed 5/12			
1 p.m – 5:00 p.m.	Board of Directors Meeting (current board / new board) Beverage Break	Hollow Square for 20 with perimeter seating for 10	None
6 pm – 8 pm	Reception/Property Tour		None
Day 2 Thur 5/13			
7:30 a.m. – 9:00 a.m.	Volunteer Kick-Off, Registration and Continental Breakfast	75 people at round tables	\$10 per person inclusive maximum
8:00 am - 9:00 am	Registration/Continental Breakfast	100	\$10 per person inclusive maximum
9:00 am – 5:00 pm	General Session AM and PM beverage breaks	200 people at half rounds	None
9:00 am – 5:00 pm	Break-outs (2)	75 people each at half rounds	None
11:30 am – 1 pm	Networking Luncheon	200 people networking lunch	\$18 per person inclusive maximum
5:00 pm- 6:00 pm	Reception/Tour of Property		Cash Bar

June 2011 Chapter Golf Outing (Future host must be a member with both MPI and WSAE)

- Thursday, June 16, 2010
- Sleeping rooms: 25 for 6/16

Time	Function	Number of People/Set	Compensation
Thurs 6/17			
9 am-10 am	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 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.*

Request For Proposal ~ Due Date: April 1, 2010

July 2011 – No Meeting

August 2011 – No Meeting

September 2011 ~ Chapter Awards Celebration Gala

- Thursday, September 8, 2011
- Sleeping rooms: 65 for 9/8

Time	Function	Number of People/Set	Compensation
Wed. 9/8 starting at 12:00noon	Set-up	*See below	None
Thur. 9/9			
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 restaurant-full reimbursement of menu
1:00 pm – 4:00 pm	Awards Banquet Rehearsal	In banquet room	None
5:00 pm – 6:00 pm	Past President's Reception	30 ppl, cocktail set Can be in suite	None (sponsor?)
5:30 pm – 6:30 pm	Cocktail Reception Registration	150 ppl	Cash Bar
6:30 pm – 9:30 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
Fri. 9/10 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 September 14 through 2 pm on September 16.**

October 2011 Chapter Meeting

- Thursday, October 20, 2011
- Sleeping rooms: 10 rooms for 10/20

Time	Function	Attendance/Set	Compensation
8:30 – 10:30 a.m	Board of Directors Meeting Beverage Break	Hollow Square for 20 people with perimeter seating for 10	None
10:30-11:11:15 a.m.	New Member Reception Complimentary Beverage/ Break set up for 20	6-8 rounds of 10	None
11:00 a.m. – 12 p.m.	Registration & Tours	3- 8' tables with 4 chairs	None
12:00 p.m. – 1:00 p.m.	Luncheon and Speaker*	100 people at round tables	\$18 per person inclusive maximum
1:00 p.m. – 4:00 p.m.	Chapter Education Program Beverage Break	100 people at half hounds	None
4:00 p.m.	Post Event Reception	100 ppl	

Request For Proposal ~ Due Date: April 1, 2010

November 2011 Chapter Education Day & Tradeshow

- Wednesday, November 16 - Thursday, November 17, 2011
- Sleeping rooms: 30 for 11/16 (If joint with MN Chapter, will need 65)

Time	Function	Number of People/Set	Compensation
Wed, Nov 16			
6:00pm – 24 hours	Exhibitor Set-up Room to be held until 8:00pm on Thu, 11/12 for exhibitor teardown	Need space for 250 people networking lunch & approximately 10,000 sq. ft for exhibit displays	
6:00-8:00	Reception, Tour	250	None
Thu, 11/17			
7:30-8:30	Registration/Continental Breakfast	150	\$10 per person inclusive maximum
8:30-10:00 a.m.	General Session Refreshment break post session	200 people at half rounds Room will also be used for general session at end of day	None
10:00-11:30 a.m.	Education Programming with (3) concurrent breakouts	Classroom or half rounds for 75/each	None
11:30 am – 1:30 pm	Networking Luncheon & Tradeshow	Lunch buffet	\$18 per person inclusive maximum. Proposal to include any pipe/drape cost estimates.
1:30 – 3:00 p.m.	Educational Programming with 3 concurrent breakouts	Classroom or half rounds for ~75 each.	
3:00-4:30 p.m.	General Session	200 people at half rounds	None
4:30-5:30 p.m.	Reception/Tour of Property	150	Cash Bar

**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.*

Request For Proposal ~ Due Date: April 1, 2010

December 2011 Chapter Meeting & Holiday Fundraiser

- Thursday, December 15, 2011
- Sleeping rooms: 30 for 12/15

Time	Function	Number of People/Set	Compensation
12:00-2:00	Board of Directors Meeting Lunch	Hollow Square for 20 people with perimeter seating for 10	None
2:00-5:30 p.m.	Registration	100 People	None
3:00 p.m.-5:00 p.m.	Chapter Education Program	50 People at half rounds	None
5:30 pm – 6:30 pm	Cocktail Reception	130	Cash Bar
6:30 pm - 9:30 pm	Dinner & Dance or entertainment	130 people at round tables	\$30 per person inclusive

Request For Proposal ~ Due Date: April 1, 2010

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.	___	January (BOD retreat)	___	June (golf outing)
	___	February	___	September (awards)
	___	March (fundraising)	___	October
	___	April	___	November (trade show)
	___	May (full education day)	___	December (fundraising)
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?				
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)				