



2018 – 2019
Calendar Year

Request for Venue Proposal





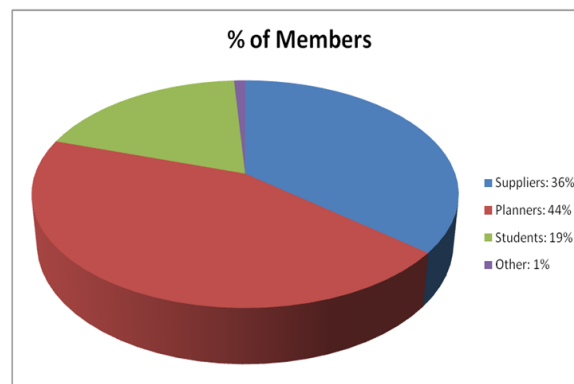
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What is Meeting Professionals International?

Meeting Professionals International (MPI) is a global community with over 18,500 members worldwide. MPI is the largest association for the \$280 billion meeting and event industry with 70 chapters and clubs in 20 countries around the world and is committed to providing innovative professional development, generating industry awareness, creating business development opportunities, and positioning meetings and events as a key strategic component of an organization's success.

About MPI CT River Valley

MPI CT River Valley (CRV) is a professionally managed association that relies on the efforts of our many volunteers. MPI CRV empowers its members to increase their strategic value through education, professional development, networking opportunities and business connections. We are leading the charge to make meetings and events, and those who produce them, a key strategic component of every organization's business. Standing strong at 93 members, MPI CRV has the perfect mix of suppliers, planners and student members.





Meeting Information and Overview

MPI CRV traditionally holds meetings on the third Tuesday of the month; however creative proposals offering different dates or times of day will be considered and are encouraged.

Meeting Space

- ❖ MPI CRV requests complimentary meeting space for all programs.
- ❖ MPI CRV requests complimentary Wi-Fi for all board meetings.

Food and Beverage

- ❖ Host facility will agree to provide complimentary food and beverage options which is to include a hosted bar either pre, during or post event. Offering of a cash bar is also an option.
- ❖ Cocktail functions are to include a hosted bar. All persons serving alcohol must be licensed bartenders. Hosts may serve complimentary wine with dinner if they choose. Offering of a cash bar is also an option.

Guest Rooms (For Hoteliers)

- ❖ For monthly Educational Programs, we request a complimentary room to accommodate the speaker(s). **Note:** Complimentary rooms are requested, but not required in order to be considered as a host venue.

Green Initiatives

- ❖ MPI CRV supports green initiatives throughout the meeting planning industry and will publicize any and all green initiatives by host/sponsor.

Financial & Contractual Considerations

- ❖ MPI CRV is tax-exempt; a copy of our exemption certificate will be attached to all contracts.



Historical Run of Show

Approximate Time	Function	Attendance/Set
3:30pm – 5:00pm	CRV Board Meeting	Conference Room style – 10 ppl
4:00pm – 5:30pm	Load - In	TBD
5:30pm – 6:00pm	Registration & Networking	One (1) 6' skirted table with one (1) chair
6:00pm – 7:30pm	Dinner and Educational Session	TBD per location – We encourage the venue to be creative. In the past, we have set for 30-40 people with round tables, classroom or theatre style.
7:30pm – 8:30pm	Load out	TBD

Anticipated 2018 – 2019 Events Calendar

Month	Year	Day	Subject	Program Type	Venue
July	2018	17	New Member After 5 Event	Networking	<i>Glendale Ridge Vineyard</i>
August	2018	TBD	After 5 Event	Networking	<i>New England Air Museum</i>
September	2018	18	Meeting Rooms of the Future	Education	<i>Powerstation Events</i>
October	2018	TBD	After 5 Event	Networking	<i>Pending</i>
November	2018	TBD	Risk Management	½ Day Educational Event	<i>TBD</i>
December	2018	TBD	After 5 Event	Networking	<i>Pending</i>
January	2019	TBD	State of the Industry	Education	<i>TBD</i>
February	2019	TBD	TBD	Education	<i>TBD</i>
March	2019	TBD	Student Chapter	Education	<i>TBD</i>
April	2019	TBD	New England Business Forum	Education & Appointment Session	<i>TBD</i>
May	2019	TBD	Chapter Fundraiser	Networking	<i>TBD</i>
June	2019	TBD	Chapter Awards Gala	Networking	<i>TBD</i>

*****If there is a specific date(s) of interest, please include it in your proposal*****



Value to Venue Host (whether the host is a MPI CRV member or non-member)

- ❖ A logo ad on the MPI CRV home page, linked to the host venue's website. The ad will be on the MPI CRV website from July 1, 2018 – June 30, 2019 (depending on time period when event is hosted).
- ❖ Partnership mention on the MPI CRV website as venue host partner.
- ❖ Five (5) minutes at the podium at the hosted event during the opening remarks or at the conclusion of the meeting.
- ❖ Logo on the event PowerPoint as the host event partner.
- ❖ Two (2) complimentary registrations to the event.
- ❖ Promotional section on the hosted event registration page of the MPI CRV website with logo link to the sponsor's home page.
- ❖ Opportunity to provide give-a-ways or promotional items to event attendees.
- ❖ Promotional opportunities through social media.
- ❖ Acknowledgement in Quarterly Newsletter.

Tips On Improving Your Proposal

- ❖ **Highlight the unique value of your venue.** Have you recently expanded or updated your property through renovations? 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 meeting venues and themes are always welcome.
- ❖ **Think community.** Emphasize how your venue would not only promote chapter meetings to our members, but also to your own clients and community.
- ❖ **We support both the Connecticut and Western Massachusetts regions.** Because of this, we try to host our educational meetings and networking events throughout the CT River Valley and Western MA areas in an effort to partner with various member properties and expose our members to innovative venues.

Guidelines for Proposal Submission

Please submit all proposals to Gillian Palmer, VP of Finance at gpalmer@TheBigE.com.