

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 2020 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
- Featured on www.mpiwi.org Events Calendar with a direct link to your website (most visited page on site)
- Featured on MyMPI Online Member Community Events Calendar
- 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 and on the day of event.
- 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

What Makes a Proposal Attractive to MPI-WI?

1. Submit **complete** proposals **on time**. **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 are critical for our selections in 2020. 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.
4. **Be Creative!** Non-traditional meeting venues and themes are always welcome.
5. 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 (or CVB) must have a member of MPI-WI at the time of the awarded proposal and through the meeting date. **MPI-WI reserves the right to cancel the event without penalty if this is not the case.**
- MPI-WI traditionally holds meetings on the 2nd or 3rd Thursday of the month; however, a creative proposal that offers a different date or times of day during the week will be considered and are encouraged. Weekend dates will not be considered.
- MPI-WI member of host facility will serve on the meeting team. It is recommended that the host property work their area CVB/Chamber partner to enhance the meeting and promote the event to maximize attendance.
- MPI-WI requires complimentary meeting space for all programs, detailed on pages 5-11.
- On-site parking **MUST** be complimentary or discounted for all attendees.

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 2019 are \$91-\$129)
- Sleeping rooms **MUST** be at the property of an MPI-WI member. We request 3 complimentary guest rooms to accommodate speakers/administrative staff, unless otherwise noted on the forthcoming pages.
- If a hotel wishes to provide sleeping room amenities, all attendees, whether planner or supplier, must be included.

Wireless Internet, A/V Requirements/Requests

WIRELESS INTERNET: MPI Wisconsin requires Wireless internet for attendees throughout the day to be used for standard email and website use.

MPI-WI A/V REQUIREMENTS:

- MPI-WI requires complimentary standard audio-visual to include:
 - **Lunch AND Meeting rooms:** LCD projectors, flipcharts, screens, wireless lavalier microphones, hand-held microphones, mixers, speakers, lecterns, A/V carts, and Internet access.
 - **Board of Directors meeting room:** Wireless internet access, 5 extension cords/power strips, and Omni speakerphone. Additional A/V will be required if it is a Board of Directors Retreat.

MPI-WI A/V REQUESTS:

- MPI-WI requests, as-needed, complimentary audio-visual to include: stage lighting & confidence monitors, LCD projectors, sound for video, stage/riser (varies per event).
- MPI-WI requests the option to bring in an outside A/V provider for our program, if needed.

How to Submit a Proposal

Your proposal must be submitted electronically with an e-sales kit and floor plans attached. Your proposal **MUST** include a completed RFP Summary Form, found on page 12. The correspondence needs to be sent to: admin@mpiwi.org no later than **February 28, 2019**. Please label your email’s subject line as “2020 RFP response – (enter property name here)”

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

Your proposal should:

- Have ALL sections of the RFP Summary Form completed (room rate, internet, A/V, etc)
- **Highlight the opportunities/activities that make your property stand out and will incorporate in to this program.** (i.e. lakefront bonfire, FAM tour of local meeting facilities, boat cruise, 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. If your activities include other venues/industry partners, please note them in the proposal.
- Confirm 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, 2019. 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 May 1, 2019.

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 – 2020 Proposed Meeting Calendar

Please see pages 5 – 11 for specifications for individual events

Month	Preferred Date	Alternate Date	Meeting Type	Estimated Attendance	Total Estimated Guestrooms
January	16-17	23-24	Education Program and Board of Directors Retreat	80-100	25
February	14 (Fri)	21 (Fri)	Education Program	50-100	15
April 4/2 is GMID	1-2 GMID	8-9	Spring Education Day and GMID Celebration – Free Registration to Member Planners	110-140	60
May	14	21	Education Program	80-100	15
August	20	27	Awards Gala	100-120	45
September	24	10	Education Program	50-100	15
October	15	22	Education Program	70-90	15

Other Chapter Events:

- **November – Great Lakes Education Summit.** This event is sourced and contracted through the GLES joint committee. Please contact the Director-Special Education Projects if you’re interested in being involved with this event.



2020 Proposed Meeting Specifications

January 2020 Chapter Meeting and Board of Directors Strategic Planning Retreat

- Thursday, January 16 – Friday, January 17, 2020
- Alternate Date: Thursday, January 23 – Friday, January 24, 2020
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our event Raffle
- Sleeping rooms:
 - Complimentary – 3 rooms night before and night of event
 - Block – 5 rooms night prior to event and/or 20 rooms night of event

Time	Function	Attendance/Set	Compensation
Day 1 – Thursday			
9:15 am – 11:15am 5 pm – 7 pm	Board of Directors Meeting with Breakfast & Beverage Break	Hollow Square for 20 with perimeter seating for 10, internet access, Omni speaker phone, extension cords & 5 power strips	None
10:30 am – 12 pm	Registration	3-8' tables with 4 chairs with access to power	None
10:15 am – 11:45 am	CMP 101	Classroom for 20 with A/V package	None
10:45 am – 11:45 am	MPI 101	U-Shape/half rounds for 20 with A/V package	None
12 pm – 1:15 pm	Luncheon	100 people at round tables with A/V package	\$20 per person inclusive
1:15 pm – 4 pm	Chapter Education Program with Snack/Refreshment Break	100 people at half rounds with A/V package	None
4 pm – 5 pm	Reception/tour of property	100 people	Cash Bar
6 pm or 7 pm	Board of Directors Dinner (onsite restaurant)	20 people at one table Order will be from menu	Full reimbursement of menu price.
Day 2 – Friday – Board of Directors Retreat			
8 am – 9 am	Breakfast	20 people at round tables (can be in same room as meeting)	\$10 per person inclusive
9 am – 4 pm	Board/Leadership Meeting Beverage Breaks	20 people at half rounds/soft seating (same A/V as day before)	None
12 pm – 1 pm	Lunch	20 people at round tables	\$20 per person inclusive

Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
January 21, 2016	Education Program	Milwaukee Marriott West – Waukesha	92	10
January 19, 2017	Education Program	Embassy Suites – Brookfield	86	10
January 11, 2018	Education Program	The Edgewater – Madison	94	15
January 10, 2019	Education Program	Great Wolf Lodge – Wisconsin Dells	72	29 (Wed – 9, Thur – 19, Fri – 1)



February 2020 Chapter Meeting

- Friday, February 14, 2020
- Alternate Date: Friday, February 21, 2020
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our event Raffle
- Sleeping rooms:
 - Complimentary – 3 rooms night before and night of event
 - Block – 10 rooms night prior to event and 5 rooms night of event

****FRIDAY BREAKFAST****

Time	Function	Attendance/Set	Compensation
8 am – 8:30 am	Registration	3-8' tables with 4 chairs with access to power	None
8:30 am – 9:30 am	Plated Hot Breakfast	100 people at round tables with A/V package	\$20 per person inclusive
9:30 am – 11:30 am	Chapter Education Program Beverage Break	100 people at half rounds with A/V package	None
11:30 am – 12:00 pm	Reception/tour of property	100 people	None
12:15 pm – 2:15 pm	Board of Directors Meeting & Working Lunch – from limited menu Beverage Break	Hollow Square for 20 with perimeter seating for 5/internet access/Omni speaker phone/extension cords & 5 power strips	Full reimbursement of menu price.
12:30 pm – 2:00 pm	CMP 101 (potential to start at 12pm with a sack lunch)	Classroom for 20 with A/V package	None

Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
February 11, 2016	Education Program	Marriott Madison West – Madison	90	4
February 9, 2017	Education Program	Holiday Inn Manitowoc – Manitowoc	62	6
February 15, 2018	Education Program	Westin Milwaukee – Milwaukee	83	7
February 8, 2019 (FRIDAY)	Education Program	Monona Terrace Community & Convention Center and Hilton Hotel – Madison	TBD	TBD

* This program was previously held on a Thursday afternoon and moved to Friday morning starting in 2019.



April 2020 Spring Education & GMID (Global Meetings Industry Day)

- Wednesday April 1 – Thursday April 2, 2020 (April 2nd is GMID)
- Alternate Date: Wednesday, April 8 – Thursday, April 9, 2020
- Sleeping rooms:
 - Complimentary – 3 rooms Wednesday and Thursday nights
 - Block – 45 for Wednesday and 15 rooms for Thursday
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our event Silent Auction
- We are **OFFERING Complimentary registration** for all MPI-WI Member Planners

Time	Function	Attendance/Set	Compensation
Day 1 – Wednesday			
3 pm – 5 pm	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10, internet access, Omni speaker phone, extension cords & 5 power strips	None
6 pm – 10 pm	Activity (past has been Trivia Night) and Reception	100 people / set TBD depending on the activity	Cash Bar
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
8:30 am – 4 pm	General Session AM and PM Breaks	200 people at half rounds with A/V package	None
8 am – 4 pm	Exhibit Tables	(15) 8' skirted tables (preferred in general session room)	None
9 am – 4 pm	Breakouts (2)	65 people each at half rounds with A/V package in each room	None
11:30 am – 1 pm	Networking Luncheon	200 people networking lunch with A/V package	\$20 per person inclusive

SPECIAL COMMENTS:

- This event may be a joint event with other industry organizations (i.e. NACE, etc)
- It is preferred to hold this event in/near Madison, WI due to proximity to state capitol/possible government speakers.
- Due to the nature of this event, please propose flexible space large enough to hold 175 attendees but could also be flexed to hold 80 people (if it does not execute as a joint event).

Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
April 14, 2016	Education Program	Sheraton Madison – Madison	91	5
April 13, 2017	Education Program and Mini FAM	Hotel Julien Dubuque – Dubuque, Iowa	62	39
April 12, 2018	Education Program	Radisson Paper Valley – Appleton	132	12
April 10-11, 2019	Spring Education (FIRST YEAR)	The Ingleside Hotel – Pewaukee	TBD	TBD

*This program was previously a Monthly Chapter Meeting and now is Spring Education starting in 2019.



May 2020 Chapter Meeting

- Thursday, May 14, 2020
- Alternative Date: Thursday May 21, 2020
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our event Raffle
- Sleeping rooms:
 - Complimentary – 3 rooms night before and night of event
 - Block – 5 rooms night prior to event and/or 10 rooms night of event

Time	Function	Attendance/Set	Compensation
9:15 am – 11:15 am	Board of Directors Meeting Beverage Break	Hollow Square for 20 with perimeter seating for 10, internet access, Omni speaker phone, extension cords & 5 power strips	None
10:30 am – 12 pm	Registration	3-8' tables with 4 chairs with access to power	None
10:45 am – 11:45 am	CMP 101	Classroom for 20 with A/V package	None
12 pm – 1:15 pm	Luncheon	100 people at round tables with A/V package	\$20 per person inclusive
1:15 pm – 4 pm	Chapter Education Program with Snack/Refreshment Break	100 people at half rounds with A/V package	None
4 pm – 5 pm	Reception/tour of property – Possible Chairman's Challenge during the reception	100 people	Cash Bar

Possible Additional Space Requests:

The Board of Directors will also possibly be looking to host the Spring Retreat along with the May Chapter Meeting.

A space for 20 people for an all-day meeting either Wednesday Prior or Friday after would be required for this event along with additional guest rooms. Details are still being determined and exact time will be discussed prior to contracting.

Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
May 18-19, 2016	Spring Education Day & Annual Meeting	Blue Harbor Resort – Sheboygan	126	15
May 17-18, 2017	Spring Education Day & Annual Meeting	Green Lake Conference Center – Green Lake	76	39
May 16-17, 2018	Spring Education Day, Annual Meeting, & Board of Directors Retreat (offered free registration to MPI-WI member planners)	Radisson Green Bay – Green Bay	112	64
May 16, 2019	Education Program	Crowne Plaza Milwaukee – Milwaukee	TBD	TBD

*This program was previously Spring Education Day and now will be a Monthly Chapter Meeting starting in 2019.

August 2020 Chapter Awards Celebration Gala

- Thursday, August 20, 2020, Friday, August 21, 2020, or Wednesday, August 19, 2020
- Alternative Week: Thursday, August 27, 2020, Friday, August 28, 2020, or Wednesday, August 26, 2020
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our Gala Silent Auction
- Sleeping rooms:
 - Complimentary Rooms: Day before – 1, Gala Night – 3
 - Room block: 45 rooms night of Gala

Time	Function	Attendance/Set	Compensation
Day 1 – Day of Gala			
8 am – 1 pm	Set-up	* See below	None
12 pm – 1 pm	Lunch for A/V Team	5	\$10 inclusive - can be a restaurant menu
1 pm – 4 pm	Awards Banquet Rehearsal	In banquet room	None
5 pm – 6 pm	Dinner for A/V Team	5	\$20 inclusive. Can be a restaurant menu
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	\$40 per person inclusive
9:30 pm – 12 am	Afterglow dance/entertainment	100 people, can be same room as dinner	None
Day 2 – Day After Gala			
Until 12:00 pm	Possible Teardown – Equipment/Décor pick up	Banquet Room – doesn’t necessarily need to be on hold this day, if hotel can store any equipment/décor until pick up the day after	

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

Special A/V Notes: **If you do not have the following equipment at your disposal, please submit with what equipment that you do have available to utilize.**

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.

Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
August 8, 2019	Awards Gala (FIRST YEAR)	Hotel Retlaw – Fond du Lac	TBD	TBD

*This program was previously held in September.

September 2020 Chapter Meeting

- Thursday, September 24, 2020
- Alternate: Thursday, September 10, 2020
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our event Raffle
- Sleeping rooms:
 - Complimentary – 3 rooms night before and night of event
 - Block – 5 rooms night prior to event and/or 10 rooms night of event

Time	Function	Attendance/Set	Compensation
9:15 am – 11:15 am	Board of Directors Meeting with Breakfast & Beverage Break	Hollow Square for 20 with perimeter seating for 10, internet access, Omni speaker phone, extension cords & 5 power strips	None
10:30 am – 12 pm	Registration	3-8' tables with 4 chairs with access to power	None
10:45 am – 11:45 am	MPI 101	U-Shape/half rounds for 20 with A/V package	None
12 pm – 1:15 pm	Luncheon	100 people at round tables with A/V package	\$20 per person inclusive
1:15 pm – 4 pm	Chapter Education Program with Snack/Refreshment Break	100 people at half rounds with A/V package	None
4 pm – 5 pm	Reception/tour of property	100 people	Cash Bar

Possible Additional Space Requests:

CMP 101	Time TBD	Classroom for 20 people with A/V package
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Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
September 14, 2016	Awards Gala and Education	Lambeau Field – Green Bay	112	41
September 21, 2017	Awards Gala and Education	Madison Marriott West – Madison	123	31
September 20, 2018	Awards Gala	Miller High Life Theatre – Milwaukee	118	35
September 19, 2019	Education Program	Wilderness Resort – Wisconsin Dells	TBD	TBD

*This program was previously our Awards Gala and now will be a Monthly Chapter Meeting starting in 2019.



October 2020 Chapter Meeting

- Thursday, October 15, 2020
- Alternate: Thursday, October 22, 2020
- Complimentary/Discounted parking for all attendees
- Basket/Item donation for our event Raffle
- Sleeping rooms:
 - Complimentary – 3 rooms night before and night of event
 - Block – 5 rooms night prior to event and/or 10 rooms night of event

Time	Function	Attendance/Set	Compensation
9:15 am – 11:15 am	Board of Directors Meeting with Breakfast & Beverage Break	Hollow Square for 20 with perimeter seating for 10, internet access, Omni speaker phone, extension cords & 5 power strips	None
10:30 am – 12 pm	Registration	3-8' tables with 4 chairs with access to power	None
10:45 am – 11:45 am	CMP 101	Classroom for 20 with A/V package	None
12 pm – 1:15 pm	Luncheon	100 people at round tables with A/V package	\$20 per person inclusive
1:15 pm – 4 pm	Chapter Education Program with Snack/Refreshment Break	100 people at half rounds with A/V package	None
4 pm – 5 pm	Reception/tour of property	100 people	Cash Bar

Alternative Timing Option—Friday Morning Breakfast

Time	Function	Attendance/Set	Compensation
8 am – 8:30 am	Registration	3-8' tables with 4 chairs with access to power	None
8:30 am – 9:30 am	Plated Hot Breakfast	100 people at round tables with A/V package	\$20 per person inclusive maximum
9:30 am – 11:30 am	Chapter Education Program Beverage Break	100 people at half rounds with A/V package	None
11:30 am – 12:30 pm	Reception/tour of property	100 people	None
12:15 pm – 2:15 pm	Board of Directors Meeting & Working Lunch – from limited menu Beverage Break	Hollow Square for 20 with perimeter seating for 5/internet access/Omni speaker phone/extension cords & 5 power strips	Full reimbursement of menu price.
12:30 pm – 1:30 pm	CMP 101 (potential to start at 12pm with a sack lunch)	Classroom for 20 with A/V package	None

Possible Additional Space Requests:

MPI 101	Time TBD	20 people at half rounds
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Location History

Date	Meeting Type	Property	Attendance	Room Pick-up
October 13, 2016	Education Program	Harley Davidson Museum – Milwaukee	116	2
October 19, 2017	Education Program	Holiday Inn Fond Du Lac and Conference Center – Fond Du Lac	66	12
October 25, 2018	Education Program	The Ridge – Lake Geneva	54	15
October 9, 2019	Education Program	Best Western Premier Waterfront Hotel & Conference Center – Oshkosh	TBD	TBD



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 address				
Convention & Visitors Bureau/Chamber partner				
List in order of preference the months and/or month you wish to be considered.	<input type="checkbox"/>	January (+ BOD retreat)	<input type="checkbox"/>	August (Gala)
	<input type="checkbox"/>	February	<input type="checkbox"/>	September
	<input type="checkbox"/>	April (2-day Education)	<input type="checkbox"/>	October
	<input type="checkbox"/>	May (possible +BOD retreat)		
Hotel (if different from above)				
Hotel contact name & email address (if different from above)				
Sleeping Room Rate				
Sleeping rate includes	<input type="checkbox"/>	Complimentary Parking	<input type="checkbox"/>	Breakfast
	<input type="checkbox"/>	Guestroom Internet	<input type="checkbox"/>	Wi-Fi throughout hotel
	<input type="checkbox"/>	Additional item: _____		
3 Complimentary Guestrooms?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, how many? _____		
Complimentary Parking for all attendees?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, cost? _____		
Complimentary Meeting space?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, cost? _____		
Complimentary A/V for all equipment listed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, which items and estimated cost? _____		
Option to bring in outside A/V company, if needed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Complimentary break/breakfast for BOD?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, cost? _____		
Complimentary Food Reception with cash bar?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, cost? _____		
INTERNET - Complimentary for Guestrooms?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, cost per night? _____		
INTERNET - Complimentary for all Meeting rooms?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If not, cost? _____		
Basket/Item donation for our event raffle/silent auction?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is your property LEED or Travel Green Certified?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Additional information (i.e., fundraising ideas)				
FOR AUGUST GALA EVENT, I agree that I have read and acknowledge the additional A/V needs required by my property/facility in order to host this event. (please sign in box to right)				