

Annual Chapter Awards

The Awards is our celebration event each year, in which we celebrate our members and volunteers for their time commitment and energy into bettering the MPI Washington State Chapter. Attendance average of 80-100 people.

Event Date

Tuesday, Wednesday or Thursday preferred in May

Preferred Event Schedules

Timing is flexible based upon availability

9:00 am	Set up
1:30 pm – 2:00 pm	Registration
2:00 pm – 5:00 pm	Annual Chapter Awards Program
1:00 pm	Set up
5:30 pm – 6:00 pm	Registration
6:00 pm – 9:00 pm	Annual Chapter Awards Program

Event Details/Guidelines

Event Space

- ✓ Event space to accommodate 125 people.
- ✓ Registration area outside event space with 2 skirted tables, chairs, pens and a coat check. Host venue may add additional table for its own collateral.
- ✓ Venue to provide the furniture (furniture requirements depending on timing/format of the event). Stage – minimum of 4' x 8', 18" high with a lectern. Should the venue not be able to sponsor the furniture and/or stage, MPIWSC has the right to seek outside vendors and not be charged a fee for outside vendor services.

Meeting Space

- ✓ Board meeting room to seat 20 in conference, u-shape or hollow square with complimentary pens/paper.

F&B Needs

- ✓ Hosted food and beverages (food/beverages served determined by event timing). Vegetarian option required.
- ✓ Light snacks and non-alcoholic beverages for Board meeting.

AV Needs

- ✓ Event: wireless lavalier microphone, wireless handheld microphone at lectern, LCD projector with cabling, sound patch and screen. Should the venue not be able to sponsor the AV, MPIWSC has the right to seek outside AV and not be charged a fee for outside AV services.
- ✓ Board Meeting: polycom speaker phone.
- ✓ Complimentary Wi-Fi for all guests during the event.

Other

- ✓ Hosted parking for up to 20 Board members. Discounted parking for all other attendees if available.
- ✓ Provide a venue representative to discuss the property at the beginning of the event.
- ✓ Need to provide logo and photos for marketing purposes of venue.

Additional Information

MPI Washington State Chapter will only approve venues that agree to the following concessions:

1. No cancellation damages, unless MPIWSC selects an alternate location when facility is able to accommodate MPIWSC event.
2. No attrition damages, unless following guaranteed amount.
3. Standard dual coverage force majeure and cancellation clauses.
4. Guarantee provided 3 business days before event.
5. No Pre-Payment. Ability to pay net 45 days following the event, pending payment is owed.
6. Venue shall provide a hard copy invoice to MPI Washington State Chapter's Managing Office no later than one week after the event. Send invoice to MPIWSC, 120 State Avenue NE, #303, Olympia, WA 98501. Invoice should outline number of attendees, costs, etc. Payment will be within 30 days of invoice. Please note that MPIWSC cuts checks once per month, so if invoice is not received one week after the event, this may delay payment by MPIWSC accordingly.
7. If venue does not sponsor 100%, a customized sponsorship may be determined.
8. MPIWSC will give preference to suppliers who have established anti-trafficking policies.