

# Request for Venue Proposal - Networking Events

## **PURPOSE OF RFP**

MPI Pittsburgh Chapter is seeking industry partners interested in fully hosting chapter monthly networking events by providing an in-kind donation of food, beverage, audio visual and meeting space.

## **BACKGROUND**

Meeting Professionals International (MPI) is the premier global association community for meeting and event professionals, believing in the unequalled power of events and human connections to advance organizational objectives. The Pittsburgh Chapter's planner membership represents local and national organizations including Pittsburgh Technology Council, Development Dimensions International, University of Pittsburgh, National Association of EMS Educators, Grant Street Group, FHL Bank Pittsburgh and Cisco, among many others. Supplier members offer a broad range of products and services dedicated to providing support for meeting planner professionals. In Pittsburgh, our chapter accounts for approximately \$33 million dollars in event buying power. Our membership alone consists of 45% Planners.

## **GOAL OF MONTHLY CHAPTER MEETINGS**

Monthly chapter meetings provide a forum for planner & supplier members and guests to receive a higher level of education and focus on their professional development. These events give attendees a first-hand experience with local venues that are available to host meetings & events. MPI Pittsburgh has traditionally held meetings on the first Wednesday of every month; however, a creative proposal offering a different date or times of the day will be considered.

## **BENEFITS OF HOSTING A CHAPTER MEETING**

By fully hosting an event at your facility, your property will get direct exposure to meeting planners, suppliers, and their guests. You will have the opportunity to showcase your property to all attendees during the event. This can include food & beverage creativity, renovations, new programs, etc. The benefit of hosting one of these events is to assist your venue in creating a brand status with the local colleagues & planners in the industry.

For your in-kind donation, you will receive our HOST sponsorship package increasing the exposure to your facility.

### **The HOST package includes:**

- Event Sponsor listing with contact information for one year on MPI Pittsburgh website
- List of attendees and their companies in advance for strategic planning
- Logo on meeting announcement that is posted on website, social media pages and emails
- Logo projected on screen at hosted event
- Two (2) complimentary registrations for event at your property
- An opportunity to speak with audience and conduct tours at the event

## **How to Respond:**

Please send the response along with any additional details you wish to convey to [admin@mpipittsburgh.org](mailto:admin@mpipittsburgh.org)

## Group Requirements

*The Chapter is seeking host partners to provide the following via in-kind donation*

### **Networking Event**

- Attendance: 25-45 people
- Appetizers / Hors D'oeuvres for Event guests
- 1-2 drink tickets per attendee
- Standard AV to include:
  - Handheld microphone; LCD projector and screen or monitor with laptop connectivity; power; cables; wireless internet connection
  - Speaker phone for pre-event Board meeting, if timing permits prior to the event.
- Appropriate meeting space as outlined below:

TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
3:00PM – 5:00 PM	Board Meeting	15	Conference or U-Shape with speaker phone, and internet
5:00 PM – 6:00 PM	Registration	FLOW	(1) 6' table, 1 chair, waste basket
5:00 PM – 7:30 PM	Networking	25 - 45 People	Reception

### **December Holiday Gala**

- Attendance: 45 - 70 people
- Hors D'oeuvre
- Plated Dinner for Attendees
- 1-2 Drink Tickets Per Attendee
- Standard AV to include:
  - Handheld microphone; LCD projector and screen or monitor with laptop connectivity; power; cables; wireless internet connection
  - Speaker phone for pre-event Board meeting
- Appropriate meeting space as outlined below:

TIME	FUNCTION	NUMBER OF PEOPLE	SETUP
5:30 – 6:15 PM	Registration and Networking	FLOW	For Registration: (1) 6' table, 1 chair, waste basket, and internet  For Networking: Cocktail Tables, Bar Service, Hors D'oeuvre  Be Creative!
6:15 – 6:30 PM	Opening Remark	45-70 People	Rounds and standard A/V listed above  Be Creative!
6:30 – 8:00PM	Dinner/Gala	45-70	Rounds and standard A/V listed above  Be Creative!

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### May Celebration

- Attendance: 80 - 120 people
- Appetizers / Heavy Hors D'oeuvres for Attendees
- 1-2 Drink Tickets Per Attendee
- Standard AV to include:
  - Handheld microphone; LCD projector and screen or monitor with laptop connectivity; power; cables; wireless internet connection
- Appropriate meeting space as outlined below:

<i><b>EVENING</b></i>	<b>FUNCTION</b>	<b>NUMBER OF PEOPLE</b>	<b>SETUP</b>
5:00 PM – 6:30 PM	Registration	80-120 People	(2) 6' table, 1 chair, waste basket and internet
6:00 PM – 9:00 PM	Networking, Raffles, Entertainment	80-120 People	Reception, Dance Floor, Stage, Tables for raffle items  Be Creative!

## 2020 Networking Calendar

<b>MONTH</b>	<b>DAY</b>	<b>YEAR</b>	<b>PREFERED TIME</b>	<b>PROGRAM TYPE</b>	<b>NOTES</b>
<b>August</b>	August 5	2020	<u><b>Evening</b></u> Board Meeting: 3:00 – 5:00PM Registration: 5:00 – 6:00PM Networking: 5:00 – 7:30PM	Networking	
<b>October</b>	October 7	2020	<u><b>Evening</b></u> Board Meeting: 3:00 – 5:00PM Registration: 5:00 – 6:00PM Networking: 5:00 – 7:30PM	Networking	
<b>December</b>	December 9	2020	<u><b>Evening:</b></u> Registration and Networking: 5:30-6:15PM Dinner and Entertainment: 6:15-8:00PM	Holiday Gala	
<b>March</b>	March 3	2021	<u><b>Evening</b></u> Board Meeting: 3:00 – 5:00PM Registration: 5:00 – 6:00PM Networking: 5:00 – 7:30PM	Networking	Membership Appreciation Event

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<b>May</b>	May 5	2021	<b>Evening</b> Registration: 5:00 – 6:30PM Event: 6:00 – 9:00PM	May Celebration	
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*Dates and Times are subject to change.*

## Event Venue History:

Recent Monthly Meetings have been held at the following properties:

PROPERTY NAME	MONTH	YEAR	TOPIC
Event Source	January	2019	2019 Kickoff Event with ILEA
Pittsburgh Improv	March	2019	Membership Appreciation Event
Highmark Stadium	May	2019	May Celebration
Town Place by BridgeStreet	July	2019	Networking
Drury Inn & Suites Pittsburgh Airport Settlers Ridge	August	2019	Networking
Lumberjaxes Axe Throwing	October	2019	Networking
Fairmont Pittsburgh	December	2019	Holiday Gala
SingSing – Rock Bottom	March	2020	Membership Appreciation Event
Zone 28	May	2020	May Celebration

### What Makes a Venue Proposal Attractive to MPI Pittsburgh?

- Showcase You! Let us know if you have recently expanded your property or had a significant renovation. 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 food and beverage offerings as well as themed meeting venues are always welcome.
- Go Local! 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.
- We are Pittsburgh! As a Pittsburgh association, we try to host our educational meetings and events throughout the Pittsburgh area in an effort to partner with various member properties and expose our members to new and different venues.

### How to Respond:

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### **Sponsorship Opportunities**

**In-Kind Sponsorship:** MPI Pittsburgh offers a valuable sponsorship package in exchange for your hospitality. We have flexible Sponsorship options to allow you to customize the items you wish to accept in-kind for your gracious hospitality.

**Additional Sponsorship Opportunities:** 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, recognize and celebrate the business brought to you by these industry professionals that will result in bottom-line, measurable business.

**For additional sponsorship opportunities:** please contact our chapter administrator at [admin@mpipittsburgh.org](mailto:admin@mpipittsburgh.org)

MPI Pittsburgh is now accepting proposals for partnerships and sponsors.

*MPI Pittsburgh thanks you in advance for your interest and generosity!*