



MPI Georgia Luncheon Program – Venue RFP

Organization Name: Meeting Professionals International Georgia Chapter (MPI Georgia)

Name of Meeting / Post As: MPI Georgia

2026 Available Meeting Dates: January 20; May 19; July 21; September 15

Host Facility Benefits for Venue Sponsorship of MPI Georgia Education Luncheon:

As facility host venue, you will be entitled to the following to showcase your property:

- Recognized as our venue on all promotional material and MPI Georgia website.
- Opportunity to give a 2-minute presentation during the event.
- Display promotional materials with an exhibit table at the event.
- Three complimentary registrations for venue staff. All names must be forwarded in advance of the program. Name badges will be provided for these individuals and we will include this additional number in our final guarantee to the catering contact however *these additional participants should not be included in the final invoice to MPI Georgia.*

Schedule and Meeting Space Requirements (This is flexible and subject to changes):

Start Time	End Time	Function	Setup	Attendance
7:00 AM	10:00 AM	Audio Visual Set up	See Below	5
8:00 AM	10:00 AM	MPI Georgia load in/Registration Set up	See below	10
10:30 AM	11:00 AM	Education Workshop	See below	20
10:30 AM	11:30 AM	Networking	See below	50-75
11:30 AM	1:30 PM	Lunch and Program	See below	60-90
1:30 PM	4:00 PM	Board Meeting	See below	20

Registration

- Two (2) six-foot tables grouped together, draped and skirted each with two (2) chairs and one (1) wastebasket
- Outlet for laptop and printer and complimentary wireless high speed internet access
- Exhibit tables – Up to six (6) six-foot tables draped and skirted
- Three (3) Easels

Education Workshop

- Separate room to be set for 20 (u-shape, conference, or hollow square)
- A/V requirements: Screen/projector and WIFI connection

Networking

- For up to 75 people with non-alcoholic beverage (can be iced tea or coffee and water pitchers) station provided by venue/caterer

Program

- Standard Luncheon with rounds, linens, and seating for up to 100
- In-kind/reduced fee catering provided by venue/caterer for up to 100

Board Meeting

- Separate room to be set for 20 (u-shape, conference, or hollow square) (same room as Workshop)
- Complimentary beverage service (iced tea or coffee and water pitchers) provided by venue/caterer
- A/V requirements: Screen/projector and WIFI connection



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Speaker Requirements

One complimentary room night for speaker if venue is a hotel property. If not, what is the fee for a one (1) night hotel stay?

Catering Requirements

Are you able to provide complimentary catering or at a cost of \$25 inclusive per person to include lunch (plated or buffet) and non-alcoholic beverages? Yes or No

Please include a catering menu with your reply and provide additional information on the serving options below.

Can you provide complimentary non-alcoholic beverages (water, iced tea, coffee) for all event segments? If so, please list below what beverages you can provide for each segment.

Workshop:
Networking:
Education Luncheon and Program:
Board Meeting:

If requested, can you provide any of the following items complimentary (provide quantity and colors where applicable)?

Round Tables and Chairs for up to 100 People:
Table linens:
Table stands:
Centerpieces:

Parking Requirements

When possible, we like to offer complimentary parking to attendees. Is this available at your location? Yes or No

If not what is the cost to park? Self Valet

Audio Visual

Do you offer in-house AV services? Yes or No If not, who is the provider?

Can these be provided complimentary? Can an outside AV provider be used?



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RFP Response Form for MPI Georgia Education Program Venue Host

PROPERTY INFORMATION:

Property Name:

Pre-Planning Contact:

Pre-Planning Contact Phone:

Pre-Planning Contact Email:

On-Site Contact:

On-Site Contact Phone:

On-Site Contact Email:

Property Web Address:

LOGISTICS:

Please provide the name of the room that will be used for the following event segments along with the best room set up for each segment referencing the requirements on page 1. If possible, provide a floor plan for reference:

Workshop and Board Meeting:

Networking:

Education Luncheon and Program:

Are you able to accommodate the external AV set-up arrival time of 7:00 am or even the day before? If this contact is different from the planning contact, please provide that information.

Are you able to accommodate all registration equipment set up requirements i.e. draped tables, chairs, etc.? If not, please provide a list of items you do not have in house and/or a number for any item in short supply.

Is complimentary wireless high speed internet access available for attendees? Yes or No

If Yes, please provide the wireless name and password:



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Are you able to provide complimentary catering or at a cost of \$25 per person inclusive to include lunch (plated or buffet) and non-alcoholic beverages? Yes or No

If yes, please include a catering menu with your reply and provide additional information on the serving options below.

Will complimentary non-alcoholic beverages be available for all event segments?

Networking:

Workshop:

Education Luncheon and Program:

Board Meeting:

When possible we like to offer complimentary parking to attendees. Is this available at your location? Yes or No

If not, what is the cost to park? Self Valet

Will a complimentary hotel room be provided for one (1) night for the program speaker at this property or a local affiliated hotel?

Yes or No If Not, what is the fee for a one (1) night hotel stay? _____

Please list the name and title of your three (3) venue staff who will receive complimentary admittance to the event

- 1.
- 2.
- 3.

What is the name and title of the venue representative giving a 2 minute presentation during the event?

Will the presentation include video or PowerPoint? Yes or No

If video please provide the format:

Please forward along with the RFP all applicable floor plans, menus, a high resolution venue logo and directions to the venue (website link is ok).

Thank you for helping to make our monthly education program a success. We appreciate your support!