



## Request for Proposal for MPI Georgia Board of Directors Retreat

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**Please submit proposals to Jason Bastow at [jason.bastow@hyatt.com](mailto:jason.bastow@hyatt.com).**

**Key Contact (Planner):**

Jason Bastow  
[jason.bastow@hyatt.com](mailto:jason.bastow@hyatt.com)  
404.460.6489

**Contact Name on Contract:**

Tara Zeravsky, CMP, MPI Georgia Association Manager  
3525 Piedmont Road, Building Five, Suite 300  
Atlanta, GA 30305  
[tzeravsky@mpigeorgia.org](mailto:tzeravsky@mpigeorgia.org)  
Phone: 404.760.8129

CONTRACT IS TO BE SIGNED OUT OF ATLANTA, GA.

**Organization Summary:**

Host Organization: Meeting Professionals International Georgia Chapter (MPI Georgia).

At MPI Georgia, our vision is to be the most highly regarded meeting industry association in the Southeast -- in the eyes of planners, suppliers and the community at large, by providing innovative education, networking and professional development that increases the professional value for all involved. MPI Georgia is the seventh largest chapter in the global MPI organization with 500+ members.

**Event Summary:**

Each Spring (May) and Fall (December), MPI Georgia has a Board of Directors Retreat. These two events are key strategy planning sessions with the volunteer leaders of the organizations.

**Attendees:**

The MPI Georgia board of directors consist of meetings and events industry professionals (planners and suppliers).

Expected Total Event Attendance: 20

**Preferred Dates:**

- First week of May (can include one weekend day)
- First week of December (can include one weekend day)

**Sleeping Room Information:**

Guest rooms for needs for current board members, staff, retreat facilitators and MPI Global liaison.

	Day 1	Day 2	Total
Run of House	20	2	22
Kings or Doubles			



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Note: if distance is more than four hours from Atlanta, a 2<sup>nd</sup> night of guest rooms for all 20 attendees may be needed.

### **Meeting Space and Pattern:**

The following schedule outlines requirements for the event.

<b>Day</b>	<b>Function Type</b>	<b>Time</b>	<b>Setup</b>	<b>Technical Needs</b>
Day 1	Arrivals	8-9:30am		
	Breakfast: Light, healthy breakfast	9-9:30am	20 people	
	General Session/Full Group Meeting, includes: - 1 lunch, can be a hot/cold working lunch in the room or in a separate room - 2 refreshment break/light snacks	9:30am – 5:00pm	20 people U-Shape	Screen, projector, power at tables, internet for all attendees, (4) flip charts with post-it pages.
	Venue Tour	Time TBD		
	Dinner – This is not a working dinner. This can be at a restaurant on property or in a banquet room. To include alcohol and/or wine with dinner	6:00pm	20 people	None
Day 2	Breakfast (coffee and continental breakfast or a hot breakfast)	8:00-8:30am		
	General Session/Full Group Meeting, includes: - 1 lunch, can be a hot/cold working lunch in the room or in a separate room - 1 refreshment break/light snacks	8:30am – 3:00pm	Existing Setup	Screen, projector, power at tables, internet for all attendees, (4) flip charts with post-it pages.
	Retreat Adjourns	3pm		

### **Food & Beverage Needs:**

Food and beverage to include:

- Day 1: Light Breakfast, Lunch, AM/PM break, Dinner
- Day 2: Breakfast, AM break, Lunch



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### **Preferred Concessions:**

MPI Georgia requests the following concessions:

- Complimentary sleeping rooms.
- Early check-in (if available).
- Complimentary meeting space including 3 easels with flip charts, tables, chairs, linens, and water station (if applicable).
- Complimentary audio-visual services.
- Complimentary food and beverage.
- Complimentary wireless internet access in sleeping rooms and in meeting space.
- Complimentary parking.

### **Responses to RFP:**

The event's rooms, meeting space, technical needs, etc. is usually provided at no cost by the host venue. MPI Georgia encourages a venue to respond to the RFP even if these expenses cannot be waived completely. We are always looking for new and unique venues to partner with.

### **Potential Sponsorship Deliverables:**

With an in-kind sponsorship of the specs in this RFP, your property will be considered a high-level sponsor for the year and will receive a package of deliverables. Potential deliverables include:

- Exhibit table at up to four (4) future MPI Georgia events, with up to two (2) complimentary registrations at those events
- Logo on event-specific websites and marketing
- Logo on MPI Georgia website
- Social media posts from MPI Georgia
- Banner ad on MPI Georgia website for three months

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*Thank you in advance for supporting MPI Georgia  
and the continued growth of the hospitality industry in our local market!*