



## MPI Georgia Chapter Luncheon Program Venue RFP

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

**Name of Meeting / Post As:** MPI Georgia Chapter

**2020/2021 Available Meeting Dates:** July 21, 2020 • September 15, 2020 • January 19, 2021 • May 18, 2021 • July 20, 2021  
• September 21, 2021

**Host Facility Benefits for Complimentary Sponsorship a MPI Georgia Chapter Afternoon Luncheon Event:**

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

- Recognized as our venue sponsor on all promotional material and MPI Georgia website.
- Opportunity to give a 5-minute presentation during the event.
- Display promotional materials with 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
6:00 AM	10:00 AM	Audio Visual Set up	See Below	5
8:00 AM	Noon	MPI Georgia load in/Registration Set up	See below	10
10:30 AM	11:30 AM	The Exchange	See below	15-20
10:30 AM	11:30 AM	Membership 101	See below	25
11:00 AM	11:45 AM	Networking	See below	50-75
11:30 AM	1:30 PM	Program	See below	80-100
1:30 PM	4:00 PM	Executive 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 – Five (5) six-foot tables draped and skirted
- Three (3) Easels

**Membership 101**

- Separate room to be set for 25 (theater, classroom or banquet style)
- Pads, pens and water
- A/V requirements: LCD & screen, including connections for laptop (provided by our AV sponsor)

**The Exchange**

- Separate room to be set for 25 (living room feel, if possible)
- Pads, pens and water
- A/V requirements: LCD & screen, including connections for laptop (provided by our AV sponsor)

**Networking**

- For up to 75 people with non-alcoholic beverage station provided by venue/caterer

**Program**

- Standard Luncheon with 12" rounds, linens and seating for up to 100
- Complimentary catering provided by venue/caterer for up to 100

**Executive Board Meeting**

- Room must be set conference style or hollow square for 20 people (this can be the same room as the Member Orientation)
- Pads, pens and water
- Complimentary beverage service (sodas & water pitchers) provided by venue/caterer

**Speaker Specifics**

One complimentary room night for speaker

# RFP Response Form for MPI Georgia Monthly Education Program Venue Host

## PROPERTY INFORMATION:

Property Name: \_\_\_\_\_

Pre-Planning Contact: \_\_\_\_\_

Pre-Planning Contact: \_\_\_\_\_

Phone: Pre-Planning Contact Fax: \_\_\_\_\_

Pre-Planning Contact Email: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

On-Site Contact Phone: \_\_\_\_\_

On-Site Contact Fax: \_\_\_\_\_

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, please provide a floorplan for reference:

Member Orientation \_\_\_\_\_

The Exchange \_\_\_\_\_

Networking \_\_\_\_\_

Educational Program \_\_\_\_\_

Executive Board Meeting \_\_\_\_\_

Are you able to accommodate the external or internal AV set up arrival time of 6am? If so, please provide the name and mobile phone number of the person AV will contact upon arrival to the venue if different from on-site contact listed above. Please note if this person is also the pre-planning contact.

\_\_\_\_\_

\_\_\_\_\_

Are you able to accommodate all registration equipment set up requirements i.e. draped tables, chairs, etc.? If no, please provide a list of items you do not have in house and/or a number for any item in short supply.

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

Table stands: \_\_\_\_\_

Table linens: Centerpieces: \_\_\_\_\_

In-House AV: \_\_\_\_\_

12" Round Tables and Chairs for up to 100 People: \_\_\_\_\_

Are you able to provide complimentary catering to include lunch (plated or family style) 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.

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Will complimentary non-alcoholic beverages be available for all event segments? If so, please list below what beverages you can provide for each segment.

Member Orientation: \_\_\_\_\_

The Exchange: \_\_\_\_\_

Networking: \_\_\_\_\_

Educational Program: \_\_\_\_\_

Executive 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 an on-property or local affiliated hotel? Yes or No

If No, 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. \_\_\_\_\_

Please list any additional venue staff who will be on-site to assist with program execution along with a mobile phone number and area of expertise:

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What is the name and title of the venue representative giving a 5-minute presentation during the event? \_\_\_\_\_

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Will the presentation include video or power point? 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!**

**Tierra Copeland**  
**Director of Education**  
**MPI Georgia**  
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**Email: [tierra.copeland@cancer.org](mailto:tierra.copeland@cancer.org)**