

Request for Venue Proposal

Event name: MPI Kentucky Bluegrass Chapter — Chapter Meetings

Attendee profile: Statewide Corporate & Association Meeting Planners and Hospitality Industry Professionals

Complimentary Event Need & Format:

- ***Meeting Space for 50-75 set with rounds or classroom style***
- ***Complimentary linens for tables***
- ***2 Registration Tables with 2 Chairs***
- ***Food and beverage service complimentary or \$15 inclusive for lunch***
- ***Basic audiovisual equipment and technician: projector, screen, lectern and mics***
- ***Speaker guest room for out-of-town presenters***

General Information

MPI KBC has traditionally held meetings on the third Wednesday or Thursday of the month; however, a creative proposal offering alternate dates or times of day will be considered and are encouraged.

Please submit your proposal to Hannah Sawyer at hsawyer@keeneland.com and Audrey Petty at audrey@LimestoneEventsKY.com. Audrey Petty can be reached at 502-655-6262 if you have any questions or need additional information.

Meeting Space & AV

- MPI KBC asks for complimentary meeting space to accommodate 50-75 at rounds for all lunch programs and 75-100 for all signature event series programs at rounds or classroom style.
- MPI KBC requests standard audio-visual to be complimentary whether your AV is in-house or provided by an external company.
- Complimentary equipment will include: flipcharts, screens, wireless lavalier microphones, lecterns, AV carts, LCD Projector and Internet access.

Food & Beverage

- Host facilities may provide a complimentary lunch and cash bar if desired pre or post event. MPI KBC can offset the cost of lunch at \$15 inclusive per person.
- Cocktail functions may include a cash or host bar. All persons serving alcohol must be licensed bartenders. Hosts may serve complimentary wine with meals if they choose.

Guest Rooms

- For Educational Programs, we request a complimentary room to accommodate the speaker(s). Note: Complimentary rooms are requested, but not required in order to be selected as a host venue.



Green Initiatives

MPI KBC supports green initiatives throughout the meeting planning industry and appreciate and will publicize any and all green initiatives by host/sponsor.

Financial & Contractual Considerations

- MPI KBC is tax-exempt; a copy of our exemption certificate will be attached to all contracts.

2022/2023 Meeting Calendar

Month	Year	Day & Time	Program Type	Venue
June	2022	Half Day	Signature Event Series & Annual Bravo Awards	Louisville
August	2022	TBD	FAM Hosted by Venue or City	Bowling Green
September	2022	12:00 -2:00 pm	Monthly Education Meeting	TBD
November	2022	11:00 – 3:00 pm	Signature Event Series - Experiential Event	TBD
December	2022	TBD	Holiday Party	TBD
January	2023	12:00 -2:00 pm	Monthly Education	TBD
February	2023	12:00 -2:00 pm	Monthly Education	TBD
April	2023	12:00 -2:00 pm	Signature Event Series - GMID	Northern Kentucky
June	2023	Full Day	Signature Event Series & Annual Bravo Awards	TBD
September	2023	12:00 -2:00 pm	Monthly Education	TBD
November	2023	11:00 – 3:00 pm	Signature Event Series - Experiential Event	TBD
December	2023	6:00 – 9:00 pm	Holiday Party	TBD



Event Venue History:

Monthly Meetings have been held or are scheduled at the following properties:

Property Name	Month	Year	Topic
Paristown	April	2021	GMID Celebration
The Main Event	June	2021	Bravo! Annual Awards
Belterra	August	2021	FAM with KSAE
Waterfront Botanical Gardens	September	2021	The Power of Your Personal Brand
The Clerestory at Greyline Station	November	2021	Creating What Matters - Experiential Marketing
Galt House Hotel	December	2021	Joint Holiday Party with KSAE
Virtual	January	2022	Leveraging the Enneagram: Enhance Your Communication & Leadership Skills
Buffalo Trace Distillery	February	2022	Activating the 5 Senses to Create Memorable Events
Central Bank Center	April	2022	Signature Event Series - GMID

Typical Lunch Meeting Sample Flow:

*All venues should be prepared to accommodate 50-75 attendees. Configuration can be flexible based on venue space and availability.**

Approximate Time	Function	Attendance/Set
11:00 am – 12:00 pm	Registration & Networking	Two 8’ tables with 4 chairs
12:00pm – 2:00pm	Educational Program	TBD per location – We encourage the venue to work creatively with your team. The set is normally 50 people at round tables.
2:00 pm	Optional Tours/Activities	
2:00pm	Load out, Program ends	

***A creative proposal offering a different date or time will be considered and is encouraged.**

What Makes a Venue Proposal Attractive to MPI KBC?

Here are some tips to improve your chance of being selected:

- 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 meeting venues and themes 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 Kentucky! As a Kentucky association, we try to host our educational meetings and events throughout the state in an effort to partner with various member properties and expose our members to new and different venues.

Sponsorship Opportunities

MPI KBC is now accepting proposals for partnerships and sponsors. Would you like to showcase your property or destination to Kentucky's meeting professionals? MPI Kentucky Bluegrass Chapter offers you the opportunity to reach out to the broad range of MPI members representing corporations, associations, suppliers and independent meeting professionals by sponsoring one of our educational meetings or special events.

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.

In-Kind Sponsorship: MPI Kentucky Bluegrass Chapter offers a valuable sponsorship packages 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. See the attached sponsorship opportunities.

Monthly Meeting Sponsorship Benefits (see Partnership Opportunities)

- 1-2 complimentary registrations
- Opportunity to provide marketing materials to the attendees
- Recognition during program + 2 minutes to promote your services + tabletop display
- Recognition at 1-5 chapter meetings
- Logo in meeting PowerPoint, website registration and newsletter
- Logo included in registration email announcements
- 1-6 social media mentions
- 1-2 dedicated eblasts available

If you'd like to provide the lunch at no charge to MPI KBC, you'll receive 2 additional meeting registrations, a dedicated eblast to our membership and an ad in the next quarterly newsletter in addition to the benefits listed above.

MPI Kentucky Bluegrass Chapter thanks you in advance for your interest and generosity!