



MINNESOTA CHAPTER

The Minnesota Chapter of Meeting Professionals International (MPI) is currently seeking venues to host our chapter meetings and special events.

MPI MN is looking for flexible partners to work with us to achieve our educational and fiduciary goals. Flexibility can be a different time of the day to accommodate a meeting to be complimentary (fully sponsored). We are open to traditional lunch meetings, breakfast meetings, or even happy hour meetings. We need to have a large room to accommodate at least 75 people for the meeting portion for monthly meetings and networking events. We will also typically host a board meeting immediately before or after the meeting for up to 14 people.

MPI MN Chapter is looking for venue partners that have inhouse or exclusive catering available for this RFP. If a venue has a preferred catering and beverage partner, MPI asks that these organizations partner together to submit the RFP. If the proposal doesn't include catering, it is the responsibility of the venue to secure the catering partner at a later date.

Chapter Demographics

As of our last chapter metric report, MPI MN had 50% planners in our membership. These planners have an annual spend of \$145 Million annually on meetings and events.

Sponsorship Benefits for you (depends on value of sponsorship)

- Complimentary registration
- Podium time
- Showcase your facility to attendees
- Email blasts to our membership
- Social media posts

Event Opportunities

Monthly Meetings

- (1) Meeting room set in crescent rounds for 75 people with opportunity to grow.
- (60) Guests estimated in attendance for a monthly meeting.
- (3) Skirted, 6-foot table and 2 chairs needed for registration; to be set by meeting room entry.
- Podium with complimentary microphone set in the front of the room.
- Depending upon speaker needs, complimentary LCD projector, screen and/or flip charts will be required.
- Separate space for the Board Meeting for 14 people immediately before or after the monthly meeting.

- **September 13th, 14th or 15th, 2023**
- **October 18th, 2023** - with All Team Meeting
- ~~January 17th or 19th, 2024~~ **BOOKED**
- **February 21st or 23rd 2024**

*designates fully sponsored event

Annual Conference

- Average attendance is 100-150 guests
- One large room for a general session to hold 100-150 people with 3 breakout rooms to hold up to 50 people each.
- Separate space for lunch (general session room will work as well)
- Space for networking (can be foyer space)
 - **April 11th, 2024** – MPI Minnesota Meetings and Events Day

Kick-off, Holiday Celebration & Year End Celebration/ EMPI Awards

- Reception style event (Kick-off & Holiday Party)
- Average attendance is 100-150 guests
- Complimentary stage, screen(s), projector(s) and handheld microphone are required. Additional up lighting and/or decor is great if available.
- Three skirted, 6-foot table and 2 chairs needed for registration; to be set by event room entry
- Round and cocktail tables with linen
- Space for silent auction
 - **KICK OFF: August 16th, 2023** - later afternoon reception
 - **HOLIDAY CELEBRATION & SILENT AUCTION: November 15th, 2023** - afternoon/evening event
 - **YEAR END CELEBRATION/ EMPI Awards: June 19th, 2024** - afternoon/evening event

All Team Meetings

- (1) Meeting room set in for 50 people with opportunity to grow.
- (1) Skirted, 6-foot table and 2 chairs needed for registration; to be set by meeting room entry.
- Podium with complimentary microphone set in the front of the room.
- Complimentary LCD projector, screen and/or flip charts will be required.
- Estimated two hours
 - **October 18th, 2023** – (In tandem with Monthly Meeting)
 - **March 21st, 2024**

Mingle/Membership 101

- Reception style event
- Average attendance is 15-35 people
- Complimentary appetizers and beverages, cash bar is an option
- (1) Skirted, 6-foot table and 2 chairs needed for registration; to be set by meeting room entry
- Screen and LCD projector for Membership 101 presentation
 - ~~*July 19th or 20th, 2023~~ – afternoon reception **BOOKED**
 - ***December 13th or 14th, 2023** –afternoon reception

*designates fully sponsored event

Board Retreats

- (5) tables in crescent rounds for 15 people for two full days
- Advanced access to board room day prior if applicable
- Podium with complimentary microphone set in the front of the room.
- Complimentary LCD projector, screen and/or flip charts will be required.
- All meals including dinner on first night covered by property
- (15) hotel rooms for one night
- (3) hotel rooms for night leading into meeting

- ***December 7th & 8th, 2023**
- ***May 9th & 10th, 2024**

Email interest to vpstrategicalliances@mpimn.org no later than April 1, 2023 to be considered.

*designates fully sponsored event