

Request for Proposal

2023-2024 MPI Rocky Mountain Chapter Mid-Year Board Retreat

Event Information

The MPI Rocky Mountain Chapter is soliciting hosts for its Mid-Year Board Retreat, February 22-25, 2024. The two-day retreat provides the MPIRMC Board the opportunity to meet regarding the evaluation of the strategic plan set forth for the 2023-2024 year and to determine where we go as a Chapter to finish the year successfully.

Included in this RFP are the benefits your company may receive from MPIRMC for hosting the Mid-year Board Retreat. Your Return on Involvement (ROI) will depend on the level of sponsorship. Please note that all in-kind sponsorship will be valued at 50% of the retail value.

If you are interested in hosting this event, please send your proposal to Fig Wirkler, MPI President, no later than **November 23rd, 2023**. Please direct any questions to Fig at president@mpirmc.org or 303-525.0245.

MPIRMC Mid-Year Board Retreat Requirements

Meeting Space and Food and Beverage Requirements

Thursday, February 22, 2024

4:00 pm – 10:00 pm

Guest room check-in: guest rooms for maximum of 20 people

Reception/dinner: hors d'oeuvres & hosted bar, followed by dinner for maximum of 20 people; Could be sponsored by host hotel, off-site venue, or a combination. Can also be hosted on Saturday evening at conclusion of Retreat as a Farewell Dinner instead of a Welcome Dinner

Friday, February 23, 2024

8:00 am – 9:00am

Breakfast: hotel choice with menu approval by MPI President for maximum of 20 people

9:00 am – 5:00 pm

Meeting room: U-shape with head table, podium, and AV package

12:00 pm – 1:00pm

Lunch: hotel choice with menu approval by MPI President for maximum of 20 people

Group Activity (Optional): Group activity decided by host to showcase the hotel or destination in the AM or PM; approval by MPI President for maximum of 20 people

6:00 pm – 9:00 pm

Reception/dinner: hors d'oeuvres & hosted bar, followed by dinner for maximum of 20 people; Could be sponsored by host hotel, off-site venue, or a combination.

Saturday, February 24, 2024

8:00 am – 9:00am

Breakfast: hotel choice with menu approval by MPI President for maximum of 20 people

9:00 am – 4:00 pm

Meeting room: U-shape with head table, podium, and AV package

12:00 pm – 1:00pm

Lunch: hotel choice with menu approval by MPI President for maximum of 20 people

Group Activity (Optional): Group activity decided by host to showcase the hotel or destination in the AM or PM; approval by MPI President for maximum of 20 people

5:00 pm

Reception/dinner if not hosted on Thursday night.

Sleeping Room Requirements

Thursday, February 22, 2024 20 rooms with complimentary with wireless internet access

Friday, February 23, 2024 20 rooms with complimentary with wireless internet access

Saturday, February 24, 2024 20 rooms with complimentary with wireless internet access

Misc. Comments/Budget

- Complimentary valet or self-parking with in/out privileges
- MPIRMC welcomes the opportunity to partner with other sponsors outside the host hotel for portions of the retreat such as luncheons, dinners, activities, etc. if needed.

Audiovisual Specifications

- (1) LCD projector package including LCD projector, tripod screen, and cart
- (1) Flipcharts on easel with markers
- Wireless internet access for up to 20 users in meeting room
- Ability to tie into house sound in the meeting room, if available
- Power to all seats at table

Remuneration

MPIRMC will reimburse up to \$2,000.00 to primary Retreat sponsor to assist with costs and expenses for hosting, payable on a net 30 basis, following retreat. This fee may be divided between host sponsors if more than one is involved if needed.

Additional Sponsor Benefits

In addition to receiving all sponsor benefits respective to the in-kind costs associated with hosting the Board Retreat, MPIRMC also offers the following:

- Unlimited number of Sales Managers and Events staff to attend welcome reception on Thursday evening as networking opportunity.
- Access to present property to BOD on Friday, February 22, 2024 (this may include PowerPoint presentation and/or site tour) or any activity to represent venue.
- (1) table within meeting room to display sales collateral and marketing materials of property
- Review the [2023-2024 sponsorship prospectus](#) for fulfillment of sponsorship. All in-kind sponsorship will be valued at 50% of the retail value.

2023-2024 MPIRMC Board of Directors

President - **Angela “Fig” Wirkler, CMP, Visit Boulder**

President Elect - **Matthew Kalb, CMP, CEM-AP, T3 Expo**

Immediate Past President - **Nikki Bibbero, CMP, HMCC, Bibbero Meetings & Events**

Vice President of Communication - **OPEN**

Vice President of Education - **Genevieve Belou, Magnolia Hotel**

Vice President of Finance - **Viveca McDonald, MBA, DES, Visit Denver**

Vice President of Membership - **Jeanette Stensgaard, MBA, CMP, Kidney Cancer Association**

Director of Leadership Development – **Justin Clark, Visit Aurora**

Director of Marketing – **Bri Seifert, Visit Fort Collins**

Director of Publications – **Rachel Milligan, Vail Resorts Meetings & Events**

Director of Education – **Jonathan Miller, Lamont Associates**

Director of Fundraising - **Stacy Daeffler, The Charter Beaver Creek**

Director of Special Events and Partnerships - **Danielle Dela Paz, PRA**

Director of Fulfillment – **Sara Olan, Sara Olan Solutions (SOS)**

Director of Member Care - **Megan Gagne, Renaissance Hotel**

Director of Recruitment - **Brooke Eder, MS, DES, Sysdig**

Executive Director – **Freddie Templeton, Rocky Mountain Events**

Chapter Administrator – **Keith Templeton, Rocky Mountain Events**

Venue/Sponsor Information

Venue/Company Contact Name:

Venue/Company:

Venue/Company Address:

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Total Estimate Value of Services: \$ _____

Venue/Company Signature: _____

Title: _____

Date: _____

MPI Rocky Mountain Chapter

Freddie Templeton
MPIRMC Executive Director

Date

Fig Wirkler
MPIRMC President

Date