

SOUTHERN CALIFORNIA
CHAPTER
MPI

DEFINING THE POWER OF MEETINGS®

MONTHLY MEETING REQUEST FOR PROPOSAL

The Southern California Chapter of Meeting Professionals International (MPISCC) is a non-profit corporation, incorporated in the State of California and operated as a chapter of Meeting Professionals International. The objectives of MPISCC are to promote opportunities for professional education and skills enhancement; to promote meeting planning and meeting management as a profession; and to provide a forum for the exchange of information amongst those involved in the meetings industry.

The 2004-2005 MPISCC education theme, **“Power of One”** will highlight cutting-edge, industry related topics vital to Planners and Suppliers alike. It is our goal to increase Planner attendance at monthly meetings by providing them with the tools and contacts they need to succeed.

The Program/Education Committee of MPISCC invites you to submit a proposal for one of our monthly luncheon educational and networking programs. This is a wonderful opportunity for your facility to showcase its facilities, food and beverage to a qualified audience.

PROGRAM SPONSORSHIP

For a \$17 per person flat rate, inclusive of tax and gratuity, program sponsors will:

- Receive recognition in chapter newsletter articles, (*Intercom*), the month of and following the event
- Be included in broadcast e-mails and other announcements prior to the event
- Be invited to address attendees from the podium and give tours of their property

DATE

Meetings are typically held on the second Tuesday of each month. Meetings dates will be assigned to properties based on availability, geographic rotation, and on a first-come, first-served basis.

The criteria for the monthly luncheon meetings are as follows:

LUNCHEON PROGRAM (12:00 noon to 2:00 p.m.)

- Space to accommodate the luncheon program for 150-200 people, including a riser appropriate to the size of the room, and AV as detailed following. (Note: attendance varies. Summer numbers are 100-125; December holiday luncheon is 200.)
- Venue is requested to provide MPISCC with full meal sponsorship as a Strategic Partner. Lunch is to be three courses: pre-set salad, entrée, and dessert normally pre-set (variations must be approved). Please include a beverage.
- Besides the main entrée, please plan to prepare two fish entrées, two fruit plates and two vegetarian plates.
- Tables to be set in rounds of eight (8) or ten (10), with table stanchions for MPISCC's table signs (tent cards).
- Centerpieces are left to the discretion of the venue, but it is customary for the venue to provide some sort of table décor.

- Venue is invited to have up to five staff members, including the main contact, attend the luncheon for networking purposes.

NOTE: WAITERS MUST LEAVE COFFEE POTS ON TABLE AND EXIT ROOM DURING SPEAKER PRESENTATIONS TO ENSURE THERE IS NO DISRUPTION OR NOISE.

AUDIO VISUAL

Facility is requested to provide complementary audiovisual equipment as needed.

Typical AV requirements include:

- Professional audio package with JBL EON speakers or better
- 2nd set of PA speakers (delays) when needed
- Mixer must be able to accommodate four (4) microphone inputs, one (1) compact disc player input, one (1) computer input and one (1) video input
- CD player for walk-in music
- Lectern with one (1) microphone
- One (1) additional microphone on stand on-stage or just off-stage
- Two (2) wireless combo units
- One to two (1-2) 9'x12' fast fold screens with dress kit, when needed
- One to two (1-2) LCD projectors with a minimum of 2000 lumens, when needed
- VGA cable to run from lectern to LCD projector
- Wireless mouse
- Safe lock stand with dress kit, when needed
- Auxiliary lighting for podium speakers when/if overhead lights are dimmed for screen presentations
- Committed AV technician available from one (1) hour prior to and for the duration of the meeting

NOTE: As AV requirements vary by meeting, facility may be asked to provide some additional equipment on an as-needed basis, such as Internet connection, additional microphones, etc.

REGISTRATION/NETWORKING (11:00 a.m. to 12:00 p.m.)

- An area outside the luncheon room to accommodate registration and networking
- A hosted or cash bar to be set in the registration area
- Hors d'oeuvres are left to the discretion of the venue
- Two (2) 6' tables for registration, each with two (2) chairs
MUST HAVE POWER AT THESE TABLES FOR COMPUTER AND PRINTER
- Up to fifteen (15) 6' tables, each with two (2) chairs for our Sponsor/ Exhibitor Showcase and miscellaneous needs, e.g., hotel sales kits, job postings
- December meeting: add 6-8 six-foot tables for silent auction and toy drive
- Six - Nine (6-9) easels
- Three (3) waste baskets
- All tables to be skirted
- ENTERTAINMENT. December holiday luncheon venue typically hosts entertainment; MPISCC can facilitate finding an entertainment sponsor.

BOARD MEETING (7:30 a.m. to 11:30 a.m.)

- One (1) room set hollow-square for 22 persons, with two chairs per 6' table. Provide 9 chairs theatre style at one side for any guests. As a member of MPISCC, Venue representatives are welcome to attend the board meeting to learn more about the chapter.
- A hosted continental breakfast for 20-22 persons. (Please include beverages plus bagels, yogurt and fruit, not just sweet rolls and muffins.) For afternoon board meetings, afternoon break such as fruit, cookies, ice cream bars, etc.

COMMITTEE MEETINGS (10:30 to 11:30 a.m.) or (2:00 – 3:00 p.m.)

- Three (3) breakout rooms, each for 10 persons, set conference style with water station
(Note: will advise prior to meeting if rooms are needed. These rooms are not always required.)

NEW MEMBER PROGRAM (11:00 a.m. to 11:30)

Informal setting for 20 persons including water station. Easel in room.

PARKING

- Hosted parking validation or reduced rate for attendees
- Hosted parking for all 20 members of the Board of Directors

ACCOMMODATIONS

- Two complimentary guest rooms the evening prior to the program, or in the case of evening meetings, rooms are requested the night of the meeting.
- Please include "hosted" overnight parking and complimentary access to health club if possible.
- Incidental charges on own
- We suggest offering a special room rate to MPISCC members as well.

SERVICE CHARGES

- Any service charges such as bartender fees, labor charges for AV, etc, are to be waived.

Thank you for your consideration in hosting the MPISCC's monthly program. Please submit your proposal in writing to:

Judi Froehlich
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