



Meeting Professionals International Northern California Chapter Program and Event Request for Proposal (RFP) 2009-2010

GROUP: Meeting Professionals International Northern California Chapter

CONTACT: Diane Schneiderman, CMP, Executive Director
Meeting Professionals International Northern California Chapter
2440 Camino Ramon, Suite 273
San Ramon, CA 94583
(925) 355-1912 • (925) 355-1296 (fax)
dianes@mpincc.org

RESPONSES DUE: Friday, July 24, 2009

Why Sponsor MPINCC?

Sponsors enjoy the exposure that comes with marketing to over 1,100 members and over 2,000 non-member planners in the Bay Area's largest meeting industry organization chapter.

Your return on investment includes:

- Exposure and marketing to the 2nd largest MPI chapter in the world with over 1,100 members, including 500 planners
- Our planners operate 4,000+ meetings in the US and 1,000+ meetings internationally
- Exposure and marketing to Northern California's 53 Fortune 500 Companies including Intel, Oracle, Google, Apple, Clorox and Genentech just to name a few
- Event attendance averaging 200+ members

What sorts of sponsorships are available?

We need cash and in-kind sponsorships from a few hundred dollars to our exclusive \$35,000 Diamond Level Education Sponsor.

- As a venue sponsor, you are able to bring potential clients into your site for a first hand look at meeting space or recently completed renovations and feature the food service that planners would expect when booking a meeting or event at your property.
- Strategic sponsors are able to advertise their partnerships with MPINCC all year long as we work to reach our organizational objectives together.
- And there are dozens of single event and promotion sponsor opportunities available from website banner ads and mailing labels to exhibitor packages, golf sponsorships and major event sponsors.

Where do I go from here?

Three steps:

- Take a look at our [Sponsorship Opportunities At-A-Glance](#) for a high level overview of costs and benefits.
- Dig down into the specifics at our [Sponsorship Opportunities Program Guide](#) for details and requirements.
- Most important, complete the [Sponsorship Response Form](#) or just call the MPINCC office at (925) 355-1912 for more information.

1) CMP UNIVERSITY- NEW FORMAT:

CMP University is a Saturday morning program for industry professionals studying for the Certified Meeting Professional (CMP) exam. The program consists of 11 Saturday morning sessions (8 am - noon) in a classroom setting with an AM beverage break.

Requirements:

- Complimentary meeting space
- Complimentary beverage break desired but not necessary
- Classroom style set (anticipated attendance 20-35 with preferred set 2 per 6')
- Wireless capabilities desired but not necessary
- Complimentary use of AV equipment including lectern and wireless microphone, 4 flip charts and markers, LCD projector and screen (or allow an outside AV partner at no additional fee)
- Complimentary or discounted parking, if available

Prefer one venue but would consider splitting CMP University into two locations (one location for January-March meetings and a second location for April-June meetings)

Average attendance for fall programs under weekend model (Friday afternoon-Sunday afternoon): 10-15.
Average attendance for spring programs under weekend model (Friday afternoon-Sunday afternoon) 20-25.

DATES:

January 9 & January 23, 2010
February 13 & February 27, 2010
March 13 & March 27, 2010

April 10 & April 24, 2010
May 8 & May 22, 2010
June 5, 2010

2) ANNUAL GALA AND SILENT AUCTION:

The second most heavily attended event of the program year, the Annual Gala, includes a silent auction, a banquet dinner and entertainment. Attendance averages 200-300 people from the hospitality industry. A San Francisco location is recommended.

Schedule:

4:30-6:00 pm	President's Reception
6:00-7:30 pm	Awards Ceremony & Installation of Incoming Board of Directors
7:30-11:00 pm	Silent Auction & Reception

Requirements:

- Complimentary meeting space for up to 300 people
- Complimentary meeting space for awards and installation of incoming Board of Directors for 200-250 people theatre
- Complimentary meeting space for auction & reception
- Complimentary President's Reception approximately 35-50 people
- Up to 50 6' skirted tables for auction items, registration and misc needs
- Five complimentary sleeping rooms
- Block of 20 sleeping rooms with no attrition and a reservation deadline one week out from event at an attractive rate
- Waived corkage fee
- Complimentary or discounted parking
- **Budget is \$45 per person INCLUSIVE.**

DATES AVAILABLE:*

June 1, 2, or 3 2010

**Preferred date is provided. Alternative dates are welcome within a one (1) week timeframe.*

3) HOLIDAY RECEPTION

The Holiday Reception is a networking and fundraising event. The event is usually set up with heavy hors d'oeuvres and drink stations, including wine, beer and a themed drink. Seeking one location in San Francisco and one location in the South Bay.

Schedule:

5:30 pm - 8:00 pm Networking & Silent Auction

San Francisco Reception Requirements:

- Complimentary meeting space for up to 300 people
- San Francisco location is recommended
- Thirty or more 6' skirted tables are needed for a wine reception and silent auction items
- Complimentary use of equipment, including microphone and sound system for announcements (or allow outside AV partner at no additional fee)
- Waived corkage fee
- Block of 10 sleeping rooms with no attrition and a reservation deadline one week out from event at an attractive rate
- Complimentary or discounted parking, if available
- Budget is **\$25 per person INCLUSIVE.**

South Bay Reception Requirements:

- Complimentary meeting space for up to 75 people
- Complimentary use of equipment, including microphone and sound system for announcements (or allow outside AV partner at no additional fee)
- Waived corkage fee
- Block of 10 sleeping rooms with no attrition and a reservation deadline one week out from event at an attractive rate
- Complimentary or discounted parking, if available
- Budget is **\$25 per person INCLUSIVE.**

DATES AVAILABLE:*

December 1, 2, or 3 2009 - South Bay December 8, 9 or 10 2009 – San Francisco
--

**Preferred date is provided. Alternative dates are welcome within a one (1) week timeframe*

4) LEADERSHIP RETREAT

The two MPINCC Leadership Retreats are for approximately 35 of the Chapter's leadership, including the Board of Directors, Committee Chairs and Staff, as they gather to review and discuss the chapter's strategic plan and its implementation for the remainder of the program year. The group is comprised of Corporate, Association, Independent Meeting Planners and Supplier members. The program is typically **fully sponsored.**

Requirements for both Retreats:

- Complimentary meeting space (crescent rounds for 35 people)
- Approximately 30-35 sleeping rooms for 2 nights
- Continental breakfast and lunch for 2 days
- Meeting breaks, total of four (4)
- One evening reception for 40 guests
- Complimentary use of AV equipment including screen, LCD projector and screen, flipchart and markers, and easels (or allow outside AV partner at no additional fee)

DATES AVAILABLE:

January 8-10, 2010 May 2010

5) PROFESSIONAL BREAKFAST PROGRAM

The Professional Breakfast Program is a morning event that takes place four times a year (usually the second Tuesday of the month) and includes networking, breakfast and an educational program.

Schedule:

7:30-8:00am Registration and Networking & Breakfast
8:00-9:15am Program
9:30am Adjourn

Requirements:

- Complimentary meeting space for up to 100-150 people for both networking and a buffet-style full breakfast and program
- The reception area should be large enough to accommodate a registration area with 3 6' skirted tables and 5 6'skirted tables for program sponsors
- Complimentary use of equipment including a lectern and microphone, skirted riser, up to 6 easels, flip charts and markers, bulletin boards, CD player or sound system to play CD's, DVD player, lavalier microphone, LCD projector and screen with technician (or allow outside AV partner at no additional fee)
- Up to 3 complimentary sleeping rooms for speakers, if needed.
- Complimentary or discounted parking, if available
- Please provide information on social responsibility initiatives, including green practices
- Budget for a full hot breakfast menu, as well as space and equipment listed above is **\$15 per person INCLUSIVE**

DATES AVAILABLE:

September 15, 2009 – Confirmed at Sheraton Sonoma County-Petaluma	February 8, 2010
November 10 or 17, 2009	April 13, 2010
January 12, 2010	

**Preferred dates are provided. The first or second Tuesday of the month is the preferred pattern.*

6) PROFESSIONAL EDUCATION PROGRAM

MPINCC Professional Education Programs take place 4 to 5 times a year (normally the 3rd Wednesday of the month) and include two (2) educational workshops, a Chapter Orientation meeting, a networking reception, a luncheon with program/speaker and a Board of Directors Meeting.

Schedule:

8:30-9:00am	Registration
9:00-10:30am	Two (2) Workshops
10:30-11:00am	Chapter Orientation
10:30-11:30am	Networking Reception
11:30-1:00pm	Luncheon and Program
1:30-3:30pm	Board Meeting

Requirements:

- Complimentary meeting space for up to 250 people for a reception and, in a separate room, a banquet style meal, usually as a luncheon program format.
- A reception area large enough for a registration area (4 6' skirted tables) and 10 6' skirted tables for program sponsors
- Complimentary coffee before workshops and during Networking Reception
- Two meeting rooms for workshop breakout sessions (60-75 people theater or classroom)
- One meeting room for Chapter Orientation (30 people crescent rounds)
- One meeting room for a Board of Directors meeting (20 people U-shape or hollow square). Includes coffee, assorted sodas, bottled waters and healthy snacks for 20 people.
- Complimentary use of equipment including use of lecterns with microphones, skirted risers, up to 6 easels, flip charts and markers, bulletin boards, CD player or sound system to play CD's, DVD player, lavalier microphones, up to 3 LCD projectors and screens with technician (or allow outside AV partner at no additional fee)
- Up to 3 complimentary sleeping rooms for speakers, if needed
- A block of 10 sleeping rooms with no attrition and a reservation deadline one week out from event at an attractive rate
- Complimentary or discounted parking, if available
- Please provide information on social responsibility initiatives, including green practices
- Budget for a full plated lunch menu as well as space, breaks, and equipment listed above is **\$30 per person INCLUSIVE.**

DATES AVAILABLE:*

August 27, 2009 – Confirmed at Westin St. Francis	March 24 or 31, 2010
September 23, 2009 – Confirmed at Claremont Resort & Spa	May 26, 2010
October 28, 2009	

**Preferred dates are provided. Third Wednesday of the month is the preferred pattern.*

7) **Technology Day**

Technology Day is an event that takes place once a year and includes breakfast, am break, lunch, pm break, networking and a technology education program. There will also be a technology playground where technology vendors will be able to showcase their products and services.

Schedule:

8:00-9:00am	Registration, Breakfast, Networking, Technology Playground
9:00-10:15am	Workshops (3 concurrent)
10:15-10:45am	Coffee break and Playground
10:45-12:00pm	Workshops (3 concurrent)
12:00-1:20pm	Lunch and Keynote
1:30-2:00pm	Dessert in Playground
2:00-3:15pm	Workshops (3 concurrent)
3:15- 4:15pm	Reception in Playground

Requirements:

- Complimentary meeting space for up to 300 people and in a separate room, a banquet style meal.
- Three meeting rooms for workshop breakout sessions (60-75 people classroom or crescent rounds)
- Registration area to accommodate badge pick-up and onsite registration (3 6' skirted tables)
- Area to accommodate up to 10 6' skirted tables and up to 25 6' skirted technology vendor demonstration tables/areas.
- Complimentary use of AV equipment, including lavalier microphones, lecterns, skirted risers, up to 6 easels, flip charts and markers, CD player or sound system to play CD's, DVD player, up to four LCD projectors and screens with technician (or allow outside AV partner at no additional fee)
- Complimentary wireless Internet in workshop breakout sessions, luncheon meeting room, and Technology Playground
- Up to 5 complimentary sleeping rooms for speaker, if needed
- A block of 10 sleeping rooms with no attrition and a reservation deadline one week out from event at an attractive rate
- Complimentary or discounted parking, if available
- Please provide information on social responsibility initiatives, including green practices
- Budget for a plated lunch menu as well as space, breakfast, breaks, reception and equipment listed above is **\$50 per person INCLUSIVE.**

DATES AVAILABLE:*

April 28 or 29, 2010

8) **Golf Tournament – Confirmed at Presidio Golf Course**

Requirements:

- Venue for a shotgun tournament for 72 people
- Registration area to accommodate badge pick-up and onsite registration (2 6' skirted tables)
- Area for a reception for 150 people
- Shotgun start at 1:30pm
- Provide lunch for the players
- Budget is **\$25 per person INCLUSIVE.**

DATES AVAILABLE:*

November 2, 2009 – **Confirmed at Presidio Golf Course**



NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

MPINCC 2009-2010 SPONSORSHIP RESPONSE FORM

Please complete the information below, indicating which dates you would like to sponsor an MPINCC event and/or other ways you would like to contribute. You may submit one response form to be considered for multiple dates and/or programs. We will respond as soon as possible to discuss a sponsorship that is right for you! Thank you.

Sponsorship objective: _____

Sponsorship type/s: _____

Program(s) details: _____

Date(s): _____

Site/Vendor: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Parking accommodations and costs: _____

Contact Person for company logo: _____

30-word description of your site or service: _____

Return this completed form to:

MPINCC - 2440 Camino Ramon - Suite 273 - San Ramon, CA 94583

Attn: Diane Schneiderman, CMP

Fax: 925/355-1296

Questions? Call 925/355-1912 or email info@mpincc.org