

**Michigan Chapter
Society of
Governmental
Meeting
Professionals**



Request for Proposal

2010 Chapter Meeting

Submit proposals to:

Deneen Hansen, CMP, CMS
Chair, Education Committee
517.327.2585
Fax: 517.327.0768
dhansen@msbo.org

**Deadline:
June 12, 2009**

General Information

The Michigan Chapter of the Society of Government Meeting Professionals (MI-SGMP) has nearly 100 members who either plan government meetings or supply services to government planners (hotels, convention and visitors bureaus, etc.). The purpose of the monthly chapter meeting is to provide high quality, educational programs and networking opportunities for our members. Approximately 45 members attend each Chapter meeting. A board meeting is also held on the same day as the Chapter meeting.

Since at least half of the attendees plan a variety of government meetings and conferences, this is an excellent opportunity for supplier members to showcase their properties, make a positive personal contact with interested planners, and demonstrate support for MI SGMP.

Hosting an SGMP Meeting at Your Facility

To make it easier for government planners to attend, the majority of monthly meetings are held in the greater Lansing area. The MI SGMP Board of Directors is starting to move the monthly meetings outside of Lansing but within 100 miles of Lansing to showcase new properties and show value to supplier members. This is being done on a trial basis and depends on full membership attendance and needs.

Benefits of Hosting

- Having a direct link to your property in the meeting flyer and on the Chapter's website
- Making welcoming remarks at the meeting
- Displaying and distributing promotional materials about your property
- Offering a tour after the meeting

Concessions

The host provides complimentary:

- Meeting room space
- Audio visual equipment
- Lodging for the speaker if necessary

Hosting an SGMP Meeting at a Non-Member Facility

Member hotels and convention and visitors bureaus in other areas of the state may be interested in hosting a meeting at a non-member location somewhere in the greater Lansing area or elsewhere but within 100 miles of Lansing. For example, during the past few years, meetings were held at golf courses, a museum, a riverboat, and an opera house. The site is jointly selected by the hosting member(s) and the Education Committee. Two or more members may host a meeting together.

Non-Member Facility Benefits

- Having a direct link to your property in the meeting flyer and on the Chapter's website
- Making welcoming remarks at the meeting
- Displaying and distributing promotional materials about your property or organization

Sponsoring an SGMP Meeting

Some members may wish to demonstrate their commitment to SGMP by sponsoring a meeting. In addition to the responsibilities of the host, a sponsor covers the cost of all food and beverage.

Meeting Specifications

Board Meeting: Conference style for 10 people – 9:00 – 11:30 am

Chapter Meeting: crescent rounds for 50 people. The meal and program are in the same room. Lunch served at 12:00 pm and program starts at 12:45 pm.

Food and Beverages

Meal prices, including beverages, tax, and service charge, should equal 50% above the current

State meal rate. Current rates are:

Breakfast \$ 7.25 + 50% = \$ 10.87

Lunch \$ 7.25 + 50% = \$ 10.87

Dinner \$16.50+ 50% = \$ 24.75

Lodging

One complimentary guest room should be provided if the speaker requires lodging.

Three (3) additional guest rooms should be available for members at \$65, or the current state government rate. Individuals are responsible for their own reservations and room charges.

Proposal/Decision Process

Selection criteria, in order of importance:

1. Active member of MI-SGMP who displays an interest in the organization through participation at monthly meetings, working on committees or projects, advertising in the newsletter or on the website, or donating to the annual auction/monthly raffles
2. Evidence of ability to provide meeting space, audio visual equipment, food and beverages, and lodging as requested in this RFP
3. Offer to upgrade food and beverages

4. Sponsorship of food and beverages

The Education Committee will acknowledge proposals as they are received, review proposals, select the meeting locations, and notify members when sites are selected.

Payment Requirements

MI SGMP requires the host facility to provide an invoice on the date of service. The invoice will be paid onsite with a credit card if it is not a sponsored event. If the host facility requires a credit card authorization form to be completed, it must be provided to MI SGMP seven (7) days before the date of service.

Dates of Programs

The MI SGMP monthly programs dates are as follows:

January 20, 2010
February 17, 2010
April 21, 2010
May 19, 2010
July 21, 2010
August 18, 2010
September 15, 2010
October 20, 2010
December 15, 2010

Please note which program(s) your proposal is applicable.