



2018 PCMA SE Chapter Board Retreat

Greetings from PCMA Southeast!

The Professional Convention Management Association Southeast Chapter (PCMA SE) is currently seeking a host sponsor for the 2018 Board Retreat.

PCMA is a nonprofit, international association of professionals in the meetings industry whose mission is to deliver breakthrough education and promote the value of professional convention management. The PCMA Southeast Chapter includes over 500 members throughout Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee and Puerto Rico. PCMA Southeast produces four educational programs per year.

The Board consists of a combination of association/corporate meeting planners and supplier members.

Thank you in advance for considering the RFP included below.

Sincerely,

A handwritten signature in black ink that reads 'Kevin Belanger'.

Kevin Belanger  
2018 PCMA SE President-Elect  
Shepard Exposition Services  
kbelanger@shepardes.com  
678-410-5565

# 2018 PCMA Southeast Chapter Board Retreat Request for Proposal

*Event:* PCMA Southeast Board Retreat

*Date:* Thursday-Saturday pattern October or November 2018

## **Attendance:**

Approximately 13 Attendees

## **Host Benefits & Recognition:**

Opportunity to showcase your facility and meeting space to a group of meeting planners/ decision makers that determine the locale and venue of meetings for their respective organizations.

As the host(s) of the 2018 Board Retreat, you will receive the following sponsor benefits & recognition:

### **These benefits include:**

- ▶ As the retreat host you will welcome the chapter leaders and have exclusive one on one time to network during the opening reception. You can present, share a video and/or take the team on a tour of any facilities of your choosing.
- ▶ Year-round banner ad on our newsletter web page. Banner will be active for one full year
- ▶ Opportunity to do one raffle drawing and keep all business cards at an education event of your choice
- ▶ Hyperlink to your promotional video on chapter website
- ▶ The opportunity to place materials at one local and one satellite education program of your choice
- ▶ Sponsor spotlight article inclusion in one Chapter E-Newsletter (provided by your organization)
- ▶ Logo recognition in 2 Chapter E-Newsletters
- ▶ Logo Recognition and verbal recognition in slide deck for two education programs
- ▶ Attendee mailing list for use following the education event of your choice (no telephone numbers or emails included)
- ▶ Two comp registrations to two education programs of your choice
- ▶ Two comp registrations to the May social event (These have been at Sun Trust Park Braves Stadium and Porsche Driving Experience in the past)
- ▶ Two comp registrations to the September Social Event (These have been hosted at the Painted Pin and Top Golf)
- ▶ Two social media posts promoting your organization (to be provided by your organization) during the year.
- ▶ Reserved VIP table at a sponsored educational event during the year
- ▶ One table top exhibit for the education program of your choice
- ▶ Clickable logo recognition on PCMA SE website for one (1) year
- ▶ "Event sponsor" ribbon identification for two attendees for all local education programs during the year

### **Host Hotel Concession Requests:**

- 13 comp rooms for two nights and a discounted room rate for the third night (if needed)
- Thursday Night Heavy Reception or Dinner sponsored by the host hotel (we welcome the host hotel's GM and Sales Staff to join us)
- Complimentary Meeting Space on Thursday afternoon, Friday all day & Saturday morning
- Full Breakfast on Friday and Saturday sponsored by the host hotel or local partner
- Working Lunch on Friday sponsored by host hotel or local partner (such as CVB)
- Break on Thursday and Friday afternoon
- Sponsored Friday Evening Dinner by hotel or local partner (such as CVB)
- AV for meeting – LCD and screen

***\$1,000 stipend is also provided by the PCMA Southeast Chapter to offset host expenses.***

**History:**

- 2005 - Westin Diplomat, Hollywood, FL
- 2006 - Hilton Sandestin, Destin, FL
- 2007 - Disney Yacht & Beach Club Resort, Orlando, FL
- 2008 - Renaissance Battle House, Mobile, AL
- 2009 - Omni Champions Gate, Orlando, FL
- 2010 - Epic Hotel, Miami, FL
- 2011 - Grand Hotel Marriott Resort, Golf Club & Spa, Point Clear, AL
- 2012 - TradeWinds Islands Resort, St. Pete Beach, FL
- 2013 - Chateau Elan Winery & Resort, Braselton, GA
- 2014 - Augusta Marriott, Augusta, GA
- 2015 - Four Seasons Hotel, Atlanta, GA
- 2016 - Raleigh Marriott Crabtree Valley, Raleigh, NC
- 2017 - Jeckyll Island Ocean Club, Jeckyll Island, GA
- 2018 - TBD

**Decision Process:**

Please submit completed bids by February 1, 2018. Bids should be submitted by email to Kevin Belanger [kbelanger@shepardes.com](mailto:kbelanger@shepardes.com) and Charlene Lopez [clopez@atlanta.net](mailto:clopez@atlanta.net). A decision will be made no later than March 1, 2018.