



June 10, 2016

Greetings from PCMA Southeast!

The Professional Convention Management Association Southeast Chapter (PCMA SE) is currently seeking a host sponsor for the 2016 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. Please feel free to contact Kathy Dunn-Sullivan, 2016 Sponsorship Director, with any questions at 404-953-4852 or kdunnsullivan@gmail.com.

Sincerely,

Barbara Stroup
2016 PCMA SE President-Elect
B2SW Consulting, Inc.
bjbstroup@gmail.com

2016 PCMA Southeast Chapter Board Retreat Request for Proposal

Event: PCMA Southeast Board Retreat
Date: Thursday-Saturday pattern
November or December 2016

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 of the 2016 Board Retreat, you will receive the following benefits & recognition:

These benefits include:

- Clickable logo on PCMA SE website for 1 year
- “Event Sponsor” ribbon identification for attendees from sponsored organization for 1 year
- The opportunity to place materials at each place setting at educational programs for 1 year
- 4 complimentary registrations to all educational programs for 1 year
- Logo recognition in program PowerPoint at 2 educational programs
- Logo recognition in 2 Chapter E-Newsletters

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 - August Marriott, August, GA
- 2015 - Four Seasons Hotel, Atlanta, GA

Attendance:

Approximately 12 Attendees

Host Hotel Concession Requests:

- 12 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 Friday & Saturday
- Full Breakfast on Friday and Saturday sponsored by the host hotel or local hotel partner
- Working Lunch on Friday sponsored by host hotel or local hotel partner
- Sponsored Team Building Activity for Friday
- Sponsored Friday Evening Dinner

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

Decision Process:

Please submit completed bids to Kathy Dunn-Sullivan by September 15, 2016. Bids should be submitted by email to Barbara Stroup at bjbstroup@gmail.com and Kathy Sullivan at kdunnsullivan@gmail.com. A decision will be made no later than October 31, 2016.