

**DATE:** October 10, 2017

**TO:** CanSPEP Industry Partners (All venues; Hotels, Conference/Convention Centres; DMOs and Special Event Venues)

**FROM:** Meagan Rockett, Association Ambassador

**RE:** *Venue RFP -- Event Schedule for CanSPEP 2018 Calendar Year*

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Dear Industry Partners,

In preparation for the 2018 program year, we invite you to submit your proposal for being a host venue for one of our upcoming events.

All relevant information is outlined in the attached Request for Proposal (RFP) document:

**Venue RFP – Event Details:** includes pertinent information and detailed requirements for each event

As a host property, you will receive the following benefits:

1. Introduction and Recognition of your venue at the event
2. Recognition / Logo on the Event Pages
3. Web Event Listing & Newsletter Event Schedule
4. An opportunity to address the participants at the event (2 minutes at the podium)
5. Opportunity to showcase your facilities and services
6. Receive feedback from evaluation survey submitted by attendees
7. Receive event registration list

Please take a moment to review all the details for each event. Once you have selected your preferred event(s), please submit a proposal by email to the attention of Meagan Rockett, Association Ambassador, at [info@CanSPEP.ca](mailto:info@CanSPEP.ca). Please note event selection / event preferences will be based on a "first come, first served

**Deadline for submission is Friday, October 27, 2017. When submitting your proposal(s), please indicate specifically which event you are interested in hosting.**

This RFP has been distributed to all CanSPEP Industry Partners and will be posted to the website as a PDF document for your convenience. Once the site selection process has been completed, you will be contacted and a letter of agreement will be sent to you, detailing the particulars for your selected event(s).

**Don't miss the opportunity to showcase your venue and support CanSPEP.**

Thank you in advance for your interest and co-operation. If you have any questions regarding this document, please contact Meagan Rockett at (613) 288-4539 or by email at [info@canspep.ca](mailto:info@canspep.ca)

Venue RFP - Response Form 2018

For detailed event requirements, please review the **Event Details** document (see attached).

Indicate your commitment to host a CanSPEP Event by checking the event/month(s) of interest, in order of preference. When possible, we will accommodate your 1<sup>st</sup> choice(s). **Deadline for submission is Friday, October 27, 2017.**

|                             |            |
|-----------------------------|------------|
| Name of Venue/organization: |            |
| Contact Name:               | Telephone: |
| Fax:                        | Email:     |

| <u>Date</u>                      | <u>Event</u>                                   | <u>Order of Preference</u>   |
|----------------------------------|--|--|
| <u>February 8,9,10, 2018</u>     | <u>Business Summit</u>                         | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>April 12, 2018</u>            | <u>GMID</u>                                    | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>May or June 2018</u>          | <u>Board Retreat</u>                           | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>May 31 or June 7, 2018</u>    | <u>Past Presidents Council Signature Event</u> | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>August 13, 2018</u>           | <u>Event Business Blueprint</u>                | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>September or October 2018</u> | <u>CanSPEP Day</u>                             | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>December 6, 2018</u>          | <u>2018 Holiday Party - Ottawa</u>             | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |
| <u>December 11, 2018</u>         | <u>2018 Holiday Party - Toronto</u>            | 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> |

**Send to:** Meagan Rockett (613) 288-4539 or by email at [info@canspep.ca](mailto:info@canspep.ca)

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| <b>Event/Function Name: CanSPEP Business Summit/ Event Masterclass</b><br><b>Date: February 8-11, 2018</b>   |   |
| <b>Locations Under Consideration (locations selected will be connected by hybrid technology):</b><br><b>Ontario: Eastern, Central and South-Western Ontario</b><br><b>Western Location: Edmonton, Calgary, Saskatoon or Vancouver</b>  |   |
| <p>CanSPEP's Business Summit was created with the event entrepreneur in-mind. Education for this event will focus on the event business owner. Topics may include HR issues, sales and marketing techniques, technology, finances, and more.</p> <p>The event is programmed to be 1.5 days for a larger group and a Masterclass for an additional 1 days for those who are looking to expand or grow their business.</p>   |   |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>Full Day Thursday, February 8 (Members Only):</p> <ul style="list-style-type: none"> <li>• Registration table outside meeting room</li> <li>• 1 meeting room for member-specific education (25-35 planners Toronto; 15-20 planners Ottawa; 10-15 planners Western Canada)</li> <li>• End of Day Cocktail Reception</li> </ul> <p>Full Day Friday, February 9 (All-Industry):</p> <ul style="list-style-type: none"> <li>• Registration table outside meeting room</li> <li>• 1-2 meeting rooms for education (35-50 Toronto; 20-35 planners Ottawa; 15-25 planners Western Canada)</li> <li>• Breakfast; Lunch &amp; 2 Breaks</li> </ul> <p>Half Day Saturday, February 10 (Toronto Only):</p> <ul style="list-style-type: none"> <li>• Registration table outside meeting room</li> <li>• 1 meeting room for education (15 Toronto)</li> <li>• Breakfast; Lunch &amp; 2 Breaks</li> <li>• Plated Dinner</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• Complimentary podium and microphone</li> <li>• No patch fees</li> <li>• No minimum on cash bar</li> <li>• 5 easels complimentary</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly.</p> <p><b>Wish list/ sponsorship opportunities:</b></p> <ul style="list-style-type: none"> <li>• Preferred rates for any overnight guests</li> <li>• Cocktails at Reception*</li> <li>• Wine with Dinner*</li> <li>• Décor/entertainment, etc.</li> </ul> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> <p>*Note: CanSPEP reserves the right to seek sponsorship opportunities for the cocktail reception and wine with dinner, however, the host venue will get the "first right of refusal."</p> |

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| <b>Event/Function Name: CanSPEP Celebrates GMID</b>  |   |
| <b>Date: April 12, 2018</b>  |   |
| <b>Locations: Toronto, Ottawa</b>  |   |
| <p>CanSPEP's membership consists of event entrepreneurs. Our primary focus for celebrating GMID will be to focus on how CanSPEP members can help the events industry grow, with a breakfast, short professional development session, and a small showcase.</p>   |   |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>Half Day Thursday, April 12, 2018:</p> <ul style="list-style-type: none"> <li>• Registration table outside meeting room</li> <li>• 1 meeting room for breakfast/professional development session (40-60 people Toronto; 20-30 people Ottawa)</li> <li>• 1 meeting room for planner showcase member-specific education (40-60 people Toronto; 20-30 people Ottawa)</li> <li>• Breakfast &amp; coffee service continuous</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• Complimentary podium and microphone</li> <li>• No patch fees</li> <li>• 2 easels complimentary</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly).</p> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> |

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| <b>Event/Function Name: CanSPEP Mid-Year Board Retreat</b>  |  |
| <b>Date: May or June 2018 (Friday/Saturday Pattern)</b>   |  |
| <b>Location: Ontario</b>  |  |
| <p>CanSPEP's Board of Directors meets in person at a minimum every 6 months to ensure that their strategic &amp; operational goals are on track. Locations with onsite/near to other activities are preferred.</p>  |  |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>1.5 Day Meeting:</p> <ul style="list-style-type: none"> <li>• Board Dinner Friday</li> <li>• Full-Day Board Meeting Saturday</li> <li>• 12-18 people</li> <li>• Breakfast, Lunch &amp; 2 breaks on Saturday</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• 2 easels complimentary</li> <li>• No patch fees</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly).</p> <p><b>Wish list/ sponsorship opportunities:</b></p> <ul style="list-style-type: none"> <li>• Board Dinner on Friday</li> <li>• Wine with Dinner</li> <li>• Preferred rate (or, hosted) guestrooms for 12-18 rooms Friday/Saturday</li> <li>• Special rates list for other onsite/nearby activities</li> </ul> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> |

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| <b>Event/Function Name: CanSPEP PPC Signature Event</b>  |  |
| <b>Date: May 31, 2018 OR June 7, 2018</b>  |  |
| <b>Locations: Toronto</b>  |  |
| CanSPEP's PPC Signature Event is a newly created event, with its purpose being networking and social activities.   |  |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>Evening Function:</p> <ul style="list-style-type: none"> <li>• Registration table outside room</li> <li>• 1 venue room for networking, possible silent auction, (50-75 people)</li> <li>• Space for possible silent auction</li> <li>• Heavy hors d'oeuvres passed/food stations</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• Complimentary podium and microphone</li> <li>• No patch fees</li> <li>• No minimum on cash bar</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly).</p> <p><b>Wish list/ sponsorship opportunities:</b></p> <ul style="list-style-type: none"> <li>• Cocktails at Reception (drink tickets sponsored for wine &amp; beer selections)*</li> <li>• Décor/entertainment, etc.</li> </ul> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> <p>*Note: CanSPEP reserves the right to seek sponsorship opportunities for the cocktail reception and wine with dinner, however, the host venue will get the "first right of refusal."</p> |



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| <b>Event/Function Name: CanSPEP Event Business Blueprint</b>  |   |
| <b>Date: August 13, 2018</b>  |   |
| <b>Locations: Downtown Toronto</b>  |   |
| CanSPEP's Event Business Blueprint was designed with the new event entrepreneur in mind, or for those who are looking at new business models.   |   |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>Full Day Monday, August 20, 2018:</p> <ul style="list-style-type: none"> <li>• Registration table outside meeting room</li> <li>• 1 meeting room for professional development session (30-40 people)</li> <li>• Meals set up in meeting room/just outside meeting room</li> <li>• Breakfast, Lunch &amp; 2 Breaks</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• Complimentary podium and microphone</li> <li>• No patch fees</li> <li>• 2 easels complimentary</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly).</p> <p><b>Wish list/ sponsorship opportunities:</b></p> <ul style="list-style-type: none"> <li>• Meals and/or breaks</li> </ul> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> <p>*Note: CanSPEP reserves the right to seek sponsorship opportunities for the meals and breaks, however, the host venue will get the "first right of refusal."</p> |

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| <b>Event/Function Name: CanSPEP Day &amp; Supplier Showcase</b>   |  |
| <b>Date: Any Friday, avoiding holidays between September 21-October 26, 2018</b>  |  |
| <b>Locations: Toronto, Ottawa</b>   |  |
| CanSPEP Day is one of our signature events, which includes professional development, a networking lunch and our supplier showcase.  |  |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>Friday Event (10AM start until approximately 3:30PM):</p> <ul style="list-style-type: none"> <li>• Registration table outside meeting rooms</li> <li>• 2 meeting rooms (one for professional development, one for networking lunch &amp; supplier showcase); Toronto 40-60 people; Ottawa 35-50 people.</li> <li>• Lunch &amp; 1-2 Breaks</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• Complimentary podium and microphone</li> <li>• No patch fees</li> <li>• 18-20 high-top tables for supplier showcase (Toronto)</li> <li>• 10-15 high-top tables for supplier showcase (Ottawa)</li> <li>• 2 easels complimentary</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly).</p> <p><b>Wish list/ sponsorship opportunities:</b></p> <ul style="list-style-type: none"> <li>• Meals and/or breaks</li> <li>• Décor/entertainment, etc.</li> </ul> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> <p>*Note: CanSPEP reserves the right to seek sponsorship opportunities for the meals and/or breaks, however, the host venue will get the "first right of refusal."</p> |



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| <b>Event/Function Name: CanSPEP Holiday Event &amp; Board Retreat</b>  |  |
| <b>Date: December 6<sup>th</sup> (Toronto) &amp; December 11<sup>th</sup> (Ottawa)</b>   |  |
| <b>Locations: Ottawa &amp; Toronto</b>   |  |
| <p>CanSPEP's Holiday Event is an annual event, with its purpose being networking and social activities.</p> <p>Our Board of Directors meets face-to-face twice per year; once in May/June, and once in December/January. Proposals will be accepted from locations in Ottawa and Toronto to host a Board of Directors Meeting the day immediately following the Holiday Event.</p>   |  |
| <p><b>DETAILS / Set-up requirements (final schedule TBC):</b></p> <p>Holiday Party: Evening Function:</p> <ul style="list-style-type: none"> <li>• Registration table outside room</li> <li>• 1 venue room for networking, possible silent auction, (50-75 people)</li> <li>• Space for possible silent auction</li> <li>• Hors d'oeuvres passed and sit down dinner.</li> </ul> <p>Board Retreat – Full Day:</p> <ul style="list-style-type: none"> <li>• Board room for 10-12 people</li> <li>• Breakfast; Lunch &amp; 2 breaks</li> </ul> | <p><b>Enhancements/concessions required:</b></p> <ul style="list-style-type: none"> <li>• Complimentary podium and microphone</li> <li>• No patch fees</li> <li>• No minimum on cash bar</li> </ul> <p style="text-align: center;"><b>Meals &amp; Breaks:</b></p> <p>The venue is invited to showcase their culinary skills by upgrading the meal/menu. An upgraded menu will be considered in kind sponsorship and the added value will be recognized accordingly).</p> <p><b>Wish list/ sponsorship opportunities:</b></p> <ul style="list-style-type: none"> <li>• Cocktails at Reception (drink tickets sponsored for wine &amp; beer selections)*</li> <li>• Décor/entertainment, etc.</li> <li>• Preferred rate (or, hosted) guestrooms for 10-12 rooms Friday/Saturday</li> </ul> <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is above).</p> <p>*Note: CanSPEP reserves the right to seek sponsorship opportunities for the cocktail reception and wine with dinner, however, the host venue will get the "first right of refusal."</p> |