

DATE: October 23, 2018
TO: CanSPEP industry partners (hotels, conference/convention centres; DMOs and special event venues)
FROM: Larissa Johnston, Association Manager, CanSPEP
RE: Venue RFP -- Event Schedule for CanSPEP 2019/2020

Dear Industry Partners,

In preparation for the 2019/2020 program years, we invite you to submit a proposal to host one of our upcoming events.

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

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. Feedback from evaluation survey submitted by attendees
7. 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 your proposal\(s\) here](#).

Please use the following nomenclature for your submission:

eventtitle_venuename_canspepproposal.pdf (i.e. businessblueprint_realsports_canspepproposal.pdf)

Deadline for submission is **Saturday, December 15, 2018.**

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 all venues will be contacted regarding the outcome of their proposal.

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 Larissa Johnston at (866) 336-2653 or by email at info@canspep.ca

Venue RFP - Response Form 2019/2020

Indicate your interest in hosting a CanSPEP event by checking the event/month(s) of interest, in order of preference.

Deadline for submission is Saturday, December 15, 2018.

Name of Venue/organization:	
Contact Name:	Telephone:
Email:	

<u>Date</u>	<u>Event</u>	<u>Order of Preference</u>
February 13, 2019	Business Summit	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
April 4, 2019	GMID	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
August 12, 2019	Business Blueprint	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
September or October 2019	CanSPEP Day	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
December 2019	2019 Holiday Party - Ottawa	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
December 2019	2019 Holiday Party - Toronto	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
February 6,7, 2020	Business Summit & Pricing Masterclass	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
April 2, 2020	GMID	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
April or May 2020	Meetings Industry Euchre Tournament	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>

Submit this completed response form, along with your detailed event proposal [here](#).

CanSPEP Business Summit	
<p>Date: Wednesday, February 13, 2019</p> <p>Locations under consideration (locations selected will be connected by hybrid technology): Ontario, Central and South-Western Ontario</p>	
<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 style="text-align: center;">The event is programmed to be 1 day for a larger group.</p>	
<p>Details / set-up requirements (final schedule TBC):</p> <p>Full Day Wednesday, February 13</p> <ul style="list-style-type: none"> • Registration table outside meeting room • 1 meeting room for member-specific education (expected attendance: 25-35 planners Toronto; 15- 20 planners Ottawa; 10-15 planners Western Canada) • End of Day Cocktail Reception • Breakfast; Lunch & 2 Breaks • Plated Dinner 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • No minimum on cash bar • 5 easels complimentary <p style="text-align: center;">Meals & Breaks:</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>Wish list/ sponsorship opportunities:</p> <ul style="list-style-type: none"> • Preferred rates for any overnight guests • Cocktails at Reception* • Wine with Dinner* • Décor/entertainment, etc. <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</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>

CanSPEP Celebrates GMID	
<p>Date: Thursday, April 4, 2019 Location: Ottawa</p>	
<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>Details / Set-up requirements (final schedule TBC):</p> <p>Half day event Thursday, April 4, 2019:</p> <ul style="list-style-type: none"> • Registration table outside meeting room • 1 meeting room for breakfast/professional development session (40-60 pax) • 1 meeting room for planner showcase member-specific education (60 pax) • Breakfast & coffee service continuous 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • 2 easels complimentary <p style="text-align: center;">Meals & Breaks:</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 style="text-align: center;">Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</p>

CanSPEP Business Blueprint	
<p>Date: August 12, 2019 Location: Downtown Toronto</p>	
<p>CanSPEP's Business Blueprint was designed with the new event entrepreneur in mind, or for those who are looking at new business models.</p>	
<p>Details / Set-up requirements (final schedule TBC):</p> <p>Full day Monday, August 12, 2019:</p> <ul style="list-style-type: none"> • Registration table outside meeting room • 1 meeting room for professional development session (30-40 people) • Meals set up in meeting room/just outside meeting room • Breakfast, Lunch & 2 Breaks 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • 2 easels complimentary <p style="text-align: center;">Meals & Breaks:</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>Wish list/ sponsorship opportunities:</p> <ul style="list-style-type: none"> • Meals and/or breaks <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</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>

CanSPEP Day & Supplier Showcase	
<p>Date: Any Friday, avoiding holidays between September 21-October 26, 2019 Location: Toronto and Ottawa</p>	
<p>CanSPEP Day is one of our signature events, which includes professional development, a networking lunch and our supplier showcase.</p>	
<p>DETAILS / Set-up requirements (final schedule TBC):</p> <p>Friday Event (10AM start until approximately 3:30PM):</p> <ul style="list-style-type: none"> • Registration table outside meeting rooms • 2 meeting rooms (one for professional development, one for networking lunch & supplier showcase); 40-60 pax • Lunch & 1-2 Breaks 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • 18-20 high-top tables for supplier showcase (Toronto) • 10-15 high-top tables for supplier showcase (Ottawa) • 2 easels complimentary <p style="text-align: center;">Meals & Breaks:</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>Wish list/ sponsorship opportunities:</p> <ul style="list-style-type: none"> • Meals and/or breaks • Décor/entertainment, etc. <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</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>

CanSPEP Holiday Event	
<p>Date: Wednesday, December 5th 2019 Location: Toronto Date: Monday, December 10th 2019 Location: Ottawa</p>	
<p>CanSPEP's Holiday Event is an annual event, with its purpose being networking and social activities. We also host a silent auction.</p>	
<p>DETAILS / Set-up requirements (final schedule TBC):</p> <p>Evening Function</p> <ul style="list-style-type: none"> • Registration table outside room • 1 venue room for networking, possible silent auction, (50-75 people) • Space for silent auction • Hors d'oeuvres passed and sit-down dinner. <p>Silent Auction</p> <ul style="list-style-type: none"> • 1 donated item (gift certificate) • Table for items 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • No minimum on cash bar <p style="text-align: center;">Meals & Breaks:</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>Wish list/ sponsorship opportunities:</p> <ul style="list-style-type: none"> • Cocktails at Reception (drink tickets sponsored for wine & beer selections)* • Décor/entertainment, etc. • Preferred rate (or hosted) guestrooms for 10-12 rooms Friday/Saturday <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</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>

CanSPEP Business Summit & Pricing Masterclass

Date: February 6-7, 2020

Locations under consideration (locations selected will be connected by hybrid technology): Ontario, Eastern, Central and South-Western Ontario

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.

The event is programmed to be 1.5 days for a larger group with the Thursday strictly reserved for members.

DETAILS / Set-up requirements (final schedule TBC):

Full Day, February 6 & half day February 7

Registration table outside meeting room

- 1 meeting room for member-specific education (25-35 planners Toronto; 15- 20 planners Ottawa; 10-15 planners Western Canada)
- Day 1: Breakfast; lunch & 2 breaks, end of day cocktail reception
- Day 2: Breakfast & boxed lunch

Enhancements/concessions required:

- Complimentary podium and microphone
- No patch fees
- No minimum on cash bar
- 5 easels complimentary

Meals & Breaks:

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.

Wish list/ sponsorship opportunities:

- Preferred rates for any overnight guests
- Cocktails at Reception*
- Wine with Dinner*
- Décor/entertainment, etc.

Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).

*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."

CanSPEP Celebrates GMID	
<p>Date: April 2, 2020 Location: Ottawa</p>	
<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>Details/ Set-up requirements (final schedule TBC):</p> <p>Half Day Wednesday, April 2, 2020:</p> <ul style="list-style-type: none"> • Registration table outside meeting room • 1 meeting room for breakfast/professional development session (40-60 pax) • 1 meeting room for planner showcase member-specific education (60 pax) • Breakfast & coffee service continuous 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • 2 easels complimentary <p style="text-align: center;">Meals & Breaks:</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 style="text-align: center;">Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</p>

Meetings Industry Euchre Tournament	
<p>Date: May or June 2020 Location: Toronto</p>	
<p>CanSPEP's MIET Event is a fundraiser for Princess Margaret Hospital. The event includes all industry members.</p>	
<p>Details / Set-up requirements (final schedule TBC):</p> <p>Evening Function:</p> <ul style="list-style-type: none"> • Registration table outside room • 1 large venue room with round tables to play euchre (150-200 people) • Space for silent auction tables & prizes • Cash out table • Heavy hors d'oeuvres passed/food stations or buffet-style meal 	<p>Enhancements/concessions required:</p> <ul style="list-style-type: none"> • Complimentary podium and microphone • No patch fees • No minimum on cash bar <p style="text-align: center;">Meals & Breaks:</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>Wish list/ sponsorship opportunities:</p> <ul style="list-style-type: none"> • Cocktails at Reception (drink tickets sponsored for wine & beer selections)* • Décor/entertainment, etc. <p>Event Organizer(s) should be contacted for sponsorship details, (contact information is at the bottom of the page).</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>