

REQUEST FOR PROPOSAL

CanSPEP Event Business Blueprint

Organization Details

CanSPEP (Canadian Society of Professional Event Planners) is a vibrant and growing society of entrepreneurs in the event planning profession from across Canada. We are an influential group of entrepreneurs, many of whom are recognized industry leaders.

Formed in 1996, the organization provides a forum in which members can meet to exchange ideas, develop skills through educational programs, and share partnership opportunities that foster business growth.

In the Spring 2018 membership survey, the buying power of our members contributes over \$60 million in revenue generation annually in the events industry. CanSPEP is an active association in the event industry as well as a member of Meetings Mean Business.

Vision Statement

CanSPEP is leading Canada's entrepreneurial meeting and event management industry through education, collaboration, awareness and advocacy.

For more information about CanSPEP, please visit www.canspep.ca

Tender Process:

- This RFP is open to both CanSPEP members and non-members.
- This RFP is sent by broadcast email to all CanSPEP members and are posted on the CanSPEP website for public viewing.
- Board members or committee members must disclose any conflict of interest or personal intent when proposing and remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- The successful quote will be selected by **March 29, 2019**. Unsuccessful bidders will be notified by email.

Event Information	
Name of Event:	CanSPEP Event Business Blueprint
Event date(s):	Monday, August 12, 2019
Number of Delegates:	Anticipating 35-50 people
Number of Guestrooms:	0 required; if hotel is bidding a preferred rate for guestrooms for participants is appreciated, but not necessary. If providing a preferred rate, note that it should include Sunday, August 11-Thursday, August 15, to account for attendance at Canadian Meetings & Events Expo (formerly Incentiveworks)
Budget:	TBD
Brief description of Event:	The CanSPEP Event Business Blueprint is a one-day intensive workshop for event entrepreneurs who are looking to increase their business acumen. Participants will include those who are breaking into the solopreneur space, and those who are well-established independent event professionals. Education includes business related topics, such as legal, HR, Sales & Marketing, Accounting, Branding, Business Development, and more.
Set-up:	<ul style="list-style-type: none"> • Space requirements are flexible at this time. Must have a main meeting room to accommodate up to 50 people, with the possibility of 1-2 breakout rooms.
AV:	<ul style="list-style-type: none"> • Minimal AV required. Our preference would be to utilize the services of our preferred AV partner
Rentals:	<ul style="list-style-type: none"> • As this is an opportunity to showcase your venue & meeting space to event professionals at-large, low-cost/complimentary meeting space would be preferred. All venue rental costs must be noted in the proposal
Food & Beverage:	<p>Food & beverage to include light breakfast options, healthy lunch, and up to two coffee breaks. Prefer to stay within a \$50 pp budget</p> <p>Please advise in your proposal menu costs or possible sponsorship of the food & beverage requirements.</p> <p>Please advise if your venue has any preferred caterers, or if we are able to source food & beverage with other partners.</p>

Meeting Space:	1 x Plenary room for up to 50 people; round tables Up to 2 x Breakout rooms to accommodate 25-30 people; round tables, U-Shape
Transportation:	Please advise the cost for parking at your facility
Off-site:	n/a
Additional Requirements for Consideration:	n/a
Concessions:	While guestrooms for the group are not required, if a hotel venue is proposing, 1 overnight guestroom is appreciated for our Association Management Company.

Submission Requirements

For our mutual success, our expectations of the Venue Partner include the following commitments:

- Preferred room rate for event planners and industry supplier attendees (if a hotel is submitting).
- Menus suggestions from committed venues are to be provided.
- Any sponsorship of the event to be outlined in the proposal (meeting space, food & beverage)

What We Can Offer

Please see attached 2018/2019 Sponsorship Prospectus for the deliverables associated with being a host venue for the Event Business Blueprint.

List the deliverables here

Based on in-kind sponsorship, the recognition at the event to include

- recognition as an event sponsor at the podium
- activation of your brand with gamification and ability to introduce the activation (1 to 2 minute)
- logo on all event related communication

Kindly note prizing and additional supplies are the responsibility of the sponsor.

Selection Process

The successful bid will have completed a comprehensive and collaborative proposal that meets the following requirements:

1. Demonstrates understanding of working with CanSPEP to create an event to attract as many planner delegates as possible; the best value price point for registration fees, guestrooms, and travel are key elements to attendees of our annual conference;
2. Demonstrates an understanding of our members and the CanSPEP culture;
3. Understands the uniqueness of CanSPEP members as business owners.
4. Demonstrates a willingness to support CanSPEP as a National Partner.

SUBMISSION

Contact Information	
Name:	Colleen Fifield
Company:	CanSPEP
Telephone:	613-507-2653
Email:	info@canspep.ca
Web-site:	www.canspep.ca
Questions no later than:	February 28 th , 2019
Respond no later than:	March 1, 2019

Proposal Review	
February 22, 2019	RFP Distribution
February 27, 2019	Advise CanSPEP of intent to submit Proposal/submit questions related to RFP
March 1, 2019	Response to questions provided by CanSPEP
March 6, 2019	Deadline for proposal
March 29, 2019	Final decision by CanSPEP Board/inform candidates