

REQUEST FOR PROPOSALS

MIET

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

MIET History

Founded in 2011, The Meetings Industry Euchre Tournament (MIET) was created to gather together the meetings industry for the purpose of raising funds in support of Cancer Research. Over the years, the event has been very successful. In an effort to grow the event to have a broader reach and potential national reach, CanSPEP had now taken on ownership of MIET. The goal is to continue to work with our sister associations to grow this National Pan-Industry Fundraising event.

Tender Process:

- This RFP is open to CanSPEP partners and industry suppliers.
- This RFP is sent by broadcast email to all CanSPEP partners.
- All proposals will be acknowledged upon receipt.
- The successful quote will be selected by January 18, 2020. Unsuccessful bidders will be notified by email.

Event Information	
Name of Event:	MIET (Meetings Industry Euchre Tournament
Event dates:	Late May / Early June 2020
Number of Delegates:	130 attendees and it is our intention to grow the event by 20% in 2020
Number of Guestrooms:	We will require a host block with a link for guests to book rooms at special industry rate. Block may be released one week prior to event. As we have <u>not</u> previously used a hotel property, we will use 2020 as a baseline for estimated numbers.
Budget:	TBC
Brief description of Event:	MIET is a pan industry fundraising event in support of Cancer Research across Canada. The evening event will host various levels of skilled and new players of Euchre. The tournament is run in a 'round robin' fashion to allow for maximum networking. 2020 will add new elements to the event that will encourage additional attendance and entertainment for those not wishing to play in the tournament and still would like to support the cause. The evening will include F&B, silent auction, entertainment and messaging from the podium.
Set-up:	<ul style="list-style-type: none"> • Area for tournament play (approx. 40 card tables) • Social event area for networking and fun play casino area • We are looking at adding new elements of entertainment and engagement as well for 2020. Space is yet undetermined and will be flexible beyond what is required for basic tournament
AV:	<ul style="list-style-type: none"> • Production elements to include but not limited to: <ul style="list-style-type: none"> ○ Sound system for speakers and entertainment ○ Monitors and screen for sponsor recognition and presentation of game rules/ live auction ○ Lighting for stage and up-lighting around room ○ Opportunity to showcase • May or may not use in house provider. Will depend on sponsorship.
Rentals:	<ul style="list-style-type: none"> • It is our goal to keep costs of the production for the evening as low as possible to allow for greater funds allocated to approved charity.
Food & Beverage:	We are looking for upgraded food and beverage to be provided at cost or better. We have previously offered dinner to attendees in a buffet style. We are open to consider options in a re-design of event.

Meeting Space:	<ul style="list-style-type: none"> • Main room for tournament • Secondary space for F&B and entertainment Silent auction area • Registration and auction payment
Additional Requirements for Consideration:	<p>Consideration will be given to venue:</p> <ul style="list-style-type: none"> • Open to providing space and services at cost or better. • Willing to negotiate sponsorship of in-house suppliers. • Presentation of program enhancements. • Willing to work creatively to take the brand of the event to the next level. • Past experience working on MIET committee or contribution to the event design/ enhancement are an asset, but not required.
Concessions:	<p>Complementary parking Complementary space rental Reduced min F&B requirements</p>

Submission Requirements

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

- Demonstrate willingness to work together to support approved charity.
- Menu upgrade suggestions for F&B.
- Commitment to participate in promotional efforts for the event.
- Additional concessions available based on venue offerings

What We Can Offer

- Logo recognition as a sponsor on the CanSPEP Website
- Opportunity to welcome guests at opening of tournament (1 mins)
- Logo recognition on screens night of event
- Banner ad in CanSPEP Bi-Weekly Newsletter (x1)
- 1 table of 4
- Additional benefits to be negotiated based on value of proposal concessions

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 deliver a unique and fun Pan Industry event to attract as many delegates as possible; Pan industry attendance and low production costs are key to event success;
2. Demonstrates an understanding of the importance and our desire to show CSR within our industry;
3. Understands the uniqueness of CanSPEP members and this fundraising event;
4. Demonstrates a willingness to support CanSPEP as a Partner.

SUBMISSION

Contact Information	
Name:	Colleen Fifield
Company:	CanSPEP

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Questions no later than:	January 3, 2020
Respond no later than:	January 10, 2020

Proposal Review	
December 10, 2019	RFP Distribution
December 28, 2019	Advise CanSPEP of intent to submit Proposal/submit questions related to RFP
January 3, 2020	Response to questions provided by CanSPEP
January 10, 2020	Deadline for proposal
January 17, 2020	Final decision by CanSPEP Board/inform candidates