



Request for Proposal

AHG Patriot Girl Conference 2023

Third Party Contact: Lynn Lawson – EventPrep
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Client/Decision Maker: American Heritage Girls
Stacey Deak – Conference Planner

Timetable: Contract signed by October 2021

Prospective Locations: Williamsburg

Event Dates: *June or July 2023* This event occurs over a 4-day/3-night timespan. Prefer Arrival on a Thursday, Departure on a Sunday.

Total Room Block:

Mon-Tuesday	Wednesday	Thursday	Friday	Saturday
6	30	200	200	100

History

for	July 20-23, 2022	Sonesta Hotel – Nashville, TN
other	June 7 – 9, 2018	Doubletree by Hilton, Chesterfield, MO
AHG	June 24 – 27, 2015	Anderson University, Anderson, IN
events:	June 26 – 28, 2014	Centreville Baptist Church, Centreville, VA
	Nov. 8 – 10, 2012	Christ Church at Mason, Mason, OH

Group Profile: AHG is a volunteer leadership conference designed to inspire, encourage, and empower AHG Young Adult Members with inspirational keynote speakers, a concert artist, and training in communication, conflict resolution, leadership skills, and spiritual growth. This is our inaugural AHG Patriot Girl Conference. We are inviting 400 girls and their parents to this event. Possible 600-800 in attendance.

Requested Function Space

Date	Start Time	End Time	Description	Function	Setup	Agr	Notes
Monday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
Monday	7:00 AM	11:00 PM	AV Storage				
Tuesday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
Tuesday	7:00 AM	11:00 PM	AV Storage				
Wednesday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
Wednesday	7:00 AM	11:00 PM	AV Storage				
Wednesday	7:00 AM	11:00 PM	Registration			6	
Wednesday	10:00 AM	2:00 PM	Lunch & Learn		Rounds	40	Rounds of 8
Thursday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
Thursday	7:00 AM	11:00 PM	AV Storage				
Thursday	7:00 AM	7:00 PM	Exhibit Space			25-40	8' x 10' booths
Thursday	7:00 AM	7:00 PM	Registration				
Thursday	7:00 AM	7:00 PM	General Session Set up		Theatre	400 - 600	25' ft stage
Thursday	6:00 PM	11:00 PM	Opening Session		Theatre	400 - 600	25' ft stage
Friday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
Friday	7:00 AM	11:00 PM	AV Storage				
Friday	7:00 AM	7:00 PM	Exhibit Space			25-40	8' x 10' booths
Friday	7:00 AM	Noon	Registration				
Friday	7:00 AM	11:00 AM	General Session		Theatre	400 - 600	25' ft stage
Friday	7:00 AM	12:00 PM	Breakout Set up		Theatre	100 - 200	
Friday	11:00 AM	1:00 PM	Lunch ON OWN				
Friday	1:00 PM	4:30 PM	6 Breakout Sessions		Theatre	100 - 200	
Friday	5:00 PM	10:00 PM	Dinner/General Session			400 - 600	Rounds of 8
Saturday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
Saturday	7:00 AM	11:00 PM	AV Storage				

Saturday	7:00 AM	7:00 PM	Exhibit Space			25-40	8' x 10' booths
Saturday	7:00 AM	11:00 AM	General Session		Theatre	400 - 600	25' ft stage
Saturday	7:00 AM	12:00 PM	Breakout Set up		Theatre	100 - 200	
Saturday	11:00 AM	1:00 PM	Lunch ON OWN				
Saturday	1:00 PM	4:30 PM	6 Breakout Sessions		Theatre	100 - 200	
Saturday	4:30 PM	7:00 PM	Dinner ON OWN				
Saturday	7:00 PM	10:00 PM	General Session		Theatre	400 - 600	25' ft stage
Sunday	7:00 AM	11:00 PM	Staff Office	office	Hollow Sq	8	
	ALL DAY		Departures				

Requirements:

- Meeting space, exhibits and meals in/near the same area
- Staff Office and Storage in/near same area
- Rounds of 8 in the Ballroom for Dinners

Special Concession Information:

- One (1) complimentary room night for every thirty (30) fully paid room nights on a cumulative basis
- (1) Presidential Type Suite available complimentary for Executive Director for five (5) nights
- (10) Upgraded Suites available at group rate for five (5) nights
- 50 % off eight (8) staff rooms over program dates
- (6) Complimentary room nights for site visits (contract and 2-3 month out site visit)
- (1) One complimentary room for onsite Event Planner (contracted)
- Group rates extended three days pre and post program dates
- Shipping and handling charges waived on 100 boxes for the program
- 15% off food & beverage
- 15% off AV
- No Small Group charges
- Event Planner double points

Deciding Factors

- Ample Meeting Space to cover current needs and space to grow event
- Ability to use an external AV Company for the entire event at no extra charge to group
- Sleeping Rooms within budget.