



Request for Proposal

LGBT Meeting Professionals Association

- Requested Dates:** January 20, 2023 (set-up)
January 21, 2023 (meeting)
- Program Name:** LGBT Meeting Professionals Association Board Retreat
www.lgbtmpa.com
- Sleeping Rooms:** Friday, January 20: 22 rooms
Saturday, January 21: 22 rooms
- Concessions:**
- Hotel Rooms
 - Meeting space w/ F&B
 - Audiovisual service fee waived for external provider
 - Use of easels
 - Wifi Access
 - Use of wall outlets
 - Audio visual
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Meeting Space, Food and Beverage and Audiovisual Specs

Friday – SET UP (no meeting occurs this day; set-up ONLY)

Board Meeting Space

- Set up at 2:00 pm (or early as possible)
- Space: 1000 square feet
- U – Shaped with Table Drape
- 22 chairs
- 2 waste receptacles
- Access to standard wall electrical outlets
- One hardwire internet connection

Lunch Meeting Space

- Space: 1000 square feet
 - 3 Rounds, 7 Seats Each with Table Drape
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Saturday – EVENT (food and beverage noted in **RED)**

Board Meeting Space

- Program: 7:30 am – 4:00 pm Out of the room by 5pm

- Existing set refreshed and ready by 7:00 am
 - 7:30 am – 8:30 am - Breakfast
 - Breakfast to be placed in back of Board Meeting Space.
 - 22 people
 - Light continental breakfast and one hot item
 - Water Station in back of room
 - Bottled Water placed at head table
 - Coffee service, water, sodas on consumption
 - Light snacks for 22 people throughout the day
 - Continual service throughout event
- Move-out – 7:00 pm

Lunch Room Space

- Program: 12:00 PM – 1:00 PM Out of the room by 2 PM, Set Up by 11:00 AM
- 3 Rounds, 7 Seats Each with Table Drape
 - 12:00 PM – 1:00 PM- Lunch
 - 22 people
 - Food and Beverage Buffet with Water and Beverages
- Move-out -- 3:00 PM

An external audiovisual provider will provide the following equipment:

- 55" monitor in the front of the room or a pull down screen with High-Resolution Projector
 - Lectern microphone
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Send Proposal to:
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