Meeting Professionals International
San Diego Chapter

Strategic Sponsorship Program

2012 – 2013

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Who We Are

SDMPI is the go-to meetings industry association dedicated to offering quality education, business opportunities and professional development.

Background

San Diego MPI is a not-for-profit corporation approved for charter by Meeting Professionals International in November 1979. It is a membership organization that brings together meeting professionals and vendors for professional growth, advancement and networking.

Mission - Make our members successful by building connections to:

- Knowledge/Ideas
- Relationships
- Marketplaces

Vision - Build a rich regional meeting industry community.

We provide professional development for our members, combined with educational and business opportunities that drive success in their careers. Through our diverse education programs, study groups and international conferences we are the go-to resource for continuing education in our industry. With unique networking events and a broad member base, San Diego MPI is a valuable resource for business opportunities and growth.

Meeting Professionals International (MPI), the meeting and event industry's largest and most vibrant global community, helps our members thrive by providing human connections to knowledge and ideas, relationships, and marketplaces. MPI membership is comprised of more than 23,000 members belonging to 71 chapters and clubs worldwide. For more information, visit www.mpiweb.org.

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SDMPI's Member Profile

Currently, membership is comprised of 40% Planners and 60% Suppliers. Our planning professionals embody a diverse mix of independent business owners and third party planning companies, as well as planners who represent some of California's leading corporations, associations, hospitals and universities. Some of these companies include: Amylin Pharmaceuticals Inc., Bridgepoint Education, CA School of Law, Callaway Golf Company, Coors Brewing Company, Illumnia Inc., LPL Financial, PETCO, SAIC, Scripps Health Foundation, The Chopra Center, University of California San Diego and University of San Diego, just to name a few.

Our supplier membership base is comprised of leading hoteliers, event venues, special event companies, major California theme parks, restaurants, novelty and industry specialty companies.

Invitations to our events are also extended to our MPI sister chapters in Orange County, Southern California and Northern California, as well as other industry associations such as: ASAE, HSMAI, ISES, SDBTA, and SITE SoCal.

Annual Meeting Budget - Planners - US $
For San Diego Chapter

0-50,000	3.0%
1,000,001-10,000,000	23.9%
10,000,001+	2.2%
250,001-1,000,000	24.6%
50,001-250,000	12.7%
Do Not Control Budget	27.6%
No Answer	6.0%
Total:	100.0%

Types of Meetings Planned - Planners
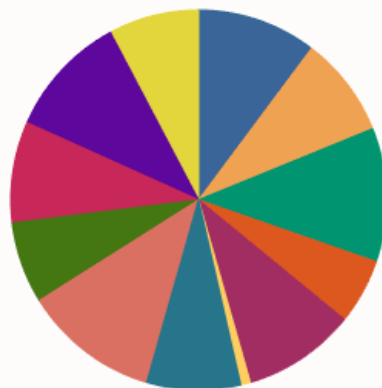
Annual Convention	10.2%
Board of Directors	8.8%
Educational	11.3%
Incentive	5.5%
Management	9.6%
Other	1.0%
Sales	8.1%
Special Events	11.5%
Symposium	7.1%
Trade Show	8.6%
Training	10.5%
VIP Client Events	7.8%
Total:	100.0%

Why Become A Sponsor?

Exposure

- Showcase your products and/or services to the entire SDMPI membership
- Advertise your partnerships with SDMPI
- Logo prominently displayed at Chapter Events
  - ◆ Monthly Chapter Education & Networking Programs
  - ◆ Annual Educational Summit & Expo (Tradeshow)
  - ◆ Annual Fundraising Event
  - ◆ Annual Installation & Awards Gala
  - ◆ Community Outreach Events
  - ◆ Board of Directors Leadership Retreats
  - ◆ CMP Study Group

Logo prominently displayed in Chapter Communications

- **eNews,** the official online publication of SDMPI published monthly.   Circulation reaches over 420+ meeting professionals, and can serve as a marketing tool for your business. *eNews* reflects the chapter's outlook and editorial stance, and presents a contemporary easy to read format.
- ***sdmpi.org*** is the chapter's official website address. The website provides the most updated information on chapter and industry events; featuring online registration capabilities for upcoming chapter programs. The SDMPI website is also linked to the MPI association website. The chapter home page provides exposure for Strategic Sponsors, in addition to a dedicated Sponsor page where your logos are prominently displayed with hyperlinks connected directly to your company's website.

Recognition

- Recognition via Social Media. We have established our chapter presence on Facebook, Twitter and LinkedIn. Our Communications team regularly posts our events to these sites and industry calendars to promote awareness of monthly functions. We also populate MPIweb.org, the global chapter calendar which provides increased visibility to association members from around the world about SDMPI events.

- As a SDMPI Strategic Alliance Partner, you will quickly develop and deepen relationships, receive name recognition within the chapter and ***strengthen your company's visibility*** in the meeting industry. Best of all, a portion of your sponsorship helps support our fundraising efforts for KIT (Kids Included Together) & the MPI Foundation. More information on these charitable organizations can be found on the SDMPI website: www.sdmpi.org.

The Strategic Sponsorship Program

SDMPI offers a broad range of sponsorship opportunities, from in-kind support to venue host options. The Strategic Sponsorship Program benefits are based on a 12 month "rolling window" from initial donation and must be redeemed within those 12 months in order to be valid. Five sponsorship levels are offered, beginning with Pearl Level valued at $1,000 to our more exclusive Diamond Level valued at $20,000+. The venue host sponsorship option enables you to host an event and showcase your meeting space or your property's latest renovation at a reduced rate per person. Based on your company's or property's total spend, venue sponsorship enables your company to be eligible for Strategic Sponsorship benefits.

Strategic Sponsorship Levels

Diamond $20,000+

Sapphire $15,000 - $19,999

Emerald $10,000 - $14,999

Ruby $5,000 - $9,999

Pearl $1,000 - $4,999

Event Sponsor Contributions Less than $1,000:
Sponsor items or contributions will be recognized in monthly programs, lectern acknowledgements, appropriate signage opportunities as approved and/or any other promotional opportunities that are short term and specifically related to the item/contribution i.e. raffle prizes, etc.

Event Specific Benefits for all sponsors:
♦ Company name featured on event signage, if applicable
♦ Exposure one month prior to the event on SDMPI's Calendar of Events
♦ Exposure one month prior to the event through registration
♦ Company name displayed on the Strategic Sponsorship page of SDMPI.org with a hyperlink to website for one year
♦ Venue invited to host property tours immediately following program

Don't see a package below that works for you? Please feel free to contact the Strategic Alliance team to customize your sponsorship benefits.

Diamond Level $20,000+
Benefits (choice of five)

- Four registrations to the Awards & Installation Gala
- Two registrations to two programs of your choice (includes Nothin' But Net, excludes Summit & Expo)
- A tabletop display at four monthly programs of your choice
- Company logo on the SDMPI.org homepage for one year and 50% off next six months
- Company logo projected on screen at the monthly programs for six months
- A banner ad in eNews for six months
- Three sets of SDMPI mailing labels
- Podium time at two monthly programs for five minutes (in addition to event specific benefit)
- Distribution of marketing materials at two monthly meetings

Event Specific Benefits (in addition to those listed at the bottom of page 6):
- ♦ Lectern time for five minutes to speak about your company
- ♦ Two registrations

Sapphire Level $15,000 - $19,999
Benefits (choice of four)

- Two registrations to the Awards & Installation Gala
- Two registrations to two programs of your choice (includes Nothin' But Net, excludes Summit & Expo)
- A tabletop display at two monthly programs of your choice
- Company logo on the SDMPI.org homepage for 9 months and 50% off next six months
- Company logo projected on screen at the monthly programs for three months
- Logo in eNews for six months
- Two sets of SDMPI mailing labels
- Podium time at two monthly programs for five minutes (in addition to event specific benefit)
- Distribution of marketing materials at two monthly meetings

Event Specific Benefits (in addition to those listed at the bottom of page 6):
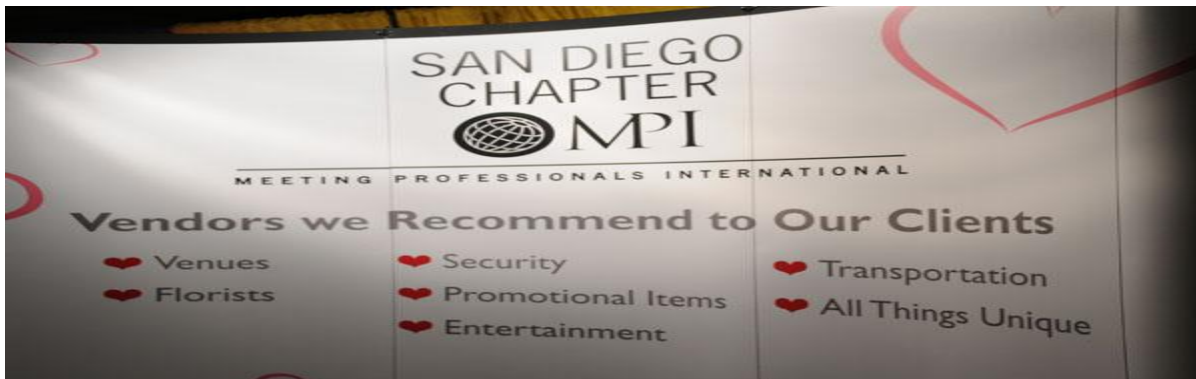- ♦ Lectern time for five minutes to speak about your company
- ♦ Two registrations

Emerald Level $10,000 - $14,999
Benefits (choice of three)

- ☐ Two registrations to the Awards & Installation Gala
- ☐ One registration to one program of your choice (includes Nothin' But Net, excludes Summit & Expo)
- ☐ A tabletop display at two monthly programs of your choice
- ☐ Company logo on the SDMPI.org homepage for six months and 50% off next three months
- ☐ Logo in eNews for three months
- ☐ One set of SDMPI mailing labels
- ☐ Podium time at one monthly program for five minutes (in addition to event specific benefit)
- ☐ Distribution of marketing materials at one monthly meeting

Event Specific Benefits (in addition to those listed at the bottom of page 6):
- ♦ Lectern time for two minutes to speak about your company
- ♦ Two registrations

Ruby Level $5,000 - $9,999
Benefits (choice of three)

- ☐ Two registrations to one Nothin' But Net event
- ☐ A tabletop display at one monthly program of your choice
- ☐ Company logo on the SDMPI.org homepage for three months and 50% off next three months
- ☐ Logo in eNews for two months
- ☐ One set of mailing labels
- ☐ Distribution of marketing materials at one monthly meeting

Event Specific Benefits (in addition to those listed at the bottom of page 6):
- ♦ Two registrations

Pearl Level $1,000 - $4,999
Benefits (choice of two)

- ☐ One registration to one Nothin' But Net event
- ☐ A tabletop display at one monthly program of your choice
- ☐ Company logo on the SDMPI.org homepage for two months and 50% off next two months
- ☐ Logo in eNews for one month
- ☐ Distribution of marketing materials at one monthly meeting

Event Specific Benefits (in addition to those listed at the bottom of page 6):
- ♦ One registration

18 Month Calendar of Events

July 2012 – December 2013

Details for each program are referenced by page number. If you are interested in sponsoring an event and cannot due to scheduling conflicts, please note that these dates are flexible. Please fill out the Sponsorship Interest Form on page 22 to indicate which program(s) you are interested in sponsoring/hosting.

- ❑ **07/12/12 All-Team Committee & Board Meeting (pg. 17)**

- ❑ **09/06/12 Educational Program (pg. 10)**

- ❑ **10/23/12 Nothin' But Net Networking Event (pg. 15)**

- ❑ **11/15/12 Educational Program (pg. 10)**

- ❑ **12/06/12 or 12/13/12 Martinis & Mistletoe Holiday Party (pg. 15)**

- ❑ **01/15/13 Educational Program (pg. 10)**

- ❑ **02/01/13 Mid Year Board Retreat (pg. 18)**

- ❑ **02/19/13 Nothin' But Net Networking Event (pg. 15)**

- ❑ **03/19/13 Annual Fundraiser (pg. 16)**

- ❑ **04/16/13 Educational Program (pg. 10)**

- ❑ **05/21/13 All Day Education Summit & Expo (pg. 12)**

- ❑ **06/04/13 Annual Installation & Awards Gala (pg. 19)**

- ❑ **06/13-15/2013 Annual Leadership Retreat (pg. 20)**

- ❑ **07/11/13 All-Team Committee & Board Meeting (pg. 17)**

- ❑ **09/17/13 Educational Program (pg. 10)**

- ❑ **10/15/13 Nothin' But Net Networking Event (pg. 15)**

- ❑ **11/14/13 Educational Program (pg. 10)**

- ❑ **12/05 or 12/12/13   Martinis & Mistletoe Holiday Party (pg. 15)**

Education Programs

SDMPI's Education Programs promote the opportunities for continuing skills enhancement and exposure to the latest meeting industry trends. The programs provide a great opportunity to showcase your organization to San Diego Chapter Planners and a wide variety of Supplier members. These events are usually held on the third Tuesday of the month. The programs alternate between breakfast, lunch, and evening events. Estimated attendance can range from 100-150 people, depending upon the time and location of the event. Attendee composition is a mix of independent, third-party and corporate planners, in addition to hoteliers, DMCs, CVBs, and other suppliers from the meetings industry.

Many companies partner with other properties, attractions or suppliers in their area to lower the cost and increase the value per partner.

EDUCATION PROGRAMS
Guests: 100-150

DATE:	LIST MEAL PREFERENCE			
September 06, 2012	☐ Breakfast	☐ Late Morning	☐ Late Afternoon	☐ Reception
November 15, 2012	☐ Breakfast	☐ Late Morning	☐ Late Afternoon	☐ Reception
January 15, 2013	☐ Breakfast	☐ Late Morning	☐ Late Afternoon	☐ Reception
April 16, 2013	☐ Breakfast	☐ Late Morning	☐ Late Afternoon	☐ Reception
September 17, 2013	☐ Breakfast	☐ Late Morning	☐ Late Afternoon	☐ Reception
November 14, 2013	☐ Breakfast	☐ Late Morning	☐ Late Afternoon	☐ Reception

Opportunity to host all four Annual SDMPI Education Programs. Please see page 13 for information

Education Summit & Expo   May 21, 2013 All Day   Please see page 12 for information

ROOM SETS:

SDMPI BOARD MEETING (prior to or following main meeting)
- ♦ Boardroom style for 20 with refreshments (asst. beverages and snacks)

MEMBER ORIENTATION MEETING (45 minutes prior to the main meeting)
- ♦ Seating for 10-15 people Must be a separate space

REGISTRATION / RECEPTION: (1/2 - 1 hour prior to main meeting)
Needs to be in separate room/area from the main meeting room and able to accommodate a Registration area, Networking Reception, and Tabletop Displays (perimeter of room or outside if appropriate)

- ♦ (3) 6' skirted tables for Registration
- ♦ (6) chairs
- ♦ (5) Easels
- ♦ (6) 6' individually skirted tables for Tabletop Displays
- ♦ (3) High Cocktail tables for MPI advertising committee use
- ♦ 6' skirted table for hospitality

MEETING ROOM SET:
Meeting Room set will depend on each program's needs
- ♦ Seating for up to 150, typically in crescent rounds of 8

A/V:
- ♦ Minimum requirement is a Podium & Wireless Microphone, House Sound System, Riser (12' x 16' min.), Screen, LCD Projector, & minimal Stage Lighting
- ♦ Full Day Program will require AV in all breakout rooms and General Session room

DÉCOR:

Décor is at the discretion of the venue, and it gives your preferred vendors a chance to showcase their work to meeting industry pros.
They can be eligible for a sponsorship package, which gives them recognition at the event and the possibility of a tabletop display.

FOOD & BEVERAGE:

- ♦ Breakfast meeting   7:00 – 9:00 am   Full Breakfast
- ♦ Late morning meeting   9:00 – 11:00 am   Snacks, such as: Croissants and coffee
- ♦ Late afternoon meeting   3:00 – 5:00 pm   Snacks, such as: Cupcakes and cocktails
- ♦ Reception meeting   5:00 – 7:00 pm   Wine and hors d'oeuvres

Note: If your venue does not serve food and beverage but you are interested in hosting a meeting, you will not be excluded, providing you are able to arrange for outside food & beverage service, and rental items (tables, chairs, etc) at the budget allowances below.

GUEST ROOMS: Complimentary speaker accommodations MAY be needed.

PARKING: Complimentary for attendees

FINANCIAL BUDGET:

Breakfast: **$8.00 per person inclusive**
Late Morning & Afternoon: $8.00 per person inclusive
Reception: Requesting full sponsorship for Food and (up to 2 drink tickets per person)

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Education Summit & Expo   May 21, 2013

PROPOSED SCHEDULE:

Expo Set-up (prior evening)	5:00 pm
Registration (Continental)	7:30 am
General Session (keynote)	8:15 am – 9:15 am
Transition to Breakouts	9:15 am – 9:30 am
Breakouts (4 concurrent)	9:30 am – 10:30 am
Refreshment Break	10:30 am – 10:45 am
Breakouts (4 concurrent)	10:45 am – 11:45 am (sessions repeated)
Lunch	12:00 pm – 1:00 pm
Transition to Breakouts	1:00 pm – 1:15 pm
Breakouts (4 concurrent)	1:15 pm – 2:00 pm
Refreshment Break	2:00 pm – 2:15 pm
Breakouts (4 concurrent)	2:15 pm – 3:00 pm (sessions repeated)
Closing General Session	3:15 pm – 4:30 pm
Reception	4:30 pm – 6:00pm

ADDITIONAL NEEDS:

♦ Wi-Fi or computer lab

ROOM SETS:

♦ Registration/Continental – (3) 6' skirted tables for Registration, (6) chairs, (5) Easels
♦ General Session –Theater seating for 150, rear screen projection, 12 x 16 stage, AV production table at rear of room
♦ Breakouts – classroom seating for 45, screen, LCD projectors
♦ Expo – to accommodate 50-75 10x10 booths
♦ Lunch – Banquet rounds for 150
♦ Reception – flow for 200

DÉCOR: Décor is at the discretion of the venue, and it gives your preferred vendors a chance to showcase their work to meeting industry pros. They can be eligible for a sponsorship package, which gives them recognition at the event and the possibility of a tabletop display.

FOOD & BEVERAGE:

- **Continental Breakfast**   Assorted pastries, bagels, fruit, coffee service
- **Refreshment Breaks**   Coffee service, waters, sodas and light refreshments
- **Lunch**   Plated or buffet
- **Reception**   Hors d'oeuvre stations, beer, wine (up to 2 drink tickets per person)

GUEST ROOMS: 5 Complimentary speaker accommodations needed

PARKING: Complimentary for attendees

FINANCIAL BUDGET: **$18.00 per person inclusive**

Annual Partnership: Education Programs

For the 2012-2013 year, SDMPI Leadership has created an opportunity for a venue to host all four (4) Educational Programs (Summit & Expo not included).

ATTENDANCE:

100-150 per Educational Program

DATE:	**LIST MEAL PREFERENCE**			
September 06, 2012	☐Breakfast	☐Late Morning	☐Late Afternoon	☐Reception
November 15, 2012	☐Breakfast	☐Late Morning	☐Late Afternoon	☐Reception
January 15, 2013	☐Breakfast	☐Late Morning	☐Late Afternoon	☐Reception
April 16, 2013	☐Breakfast	☐Late Morning	☐Late Afternoon	☐Reception

FOOD & BEVERAGE:

We would like each Educational Program to be a different time of day and with different food and beverage options.

- ♦ Breakfast meeting   7:00 – 9:00 am   Full Breakfast
- ♦ Late morning meeting   9:00 – 11:00 am   Snacks, such as: Croissants and coffee
- ♦ Late afternoon meeting   3:00 – 5:00 pm   Snacks, such as: Cupcakes and cocktails
- ♦ Reception meeting   5:00 – 7:00 pm   Wine and hors d'oeuvres

ROOM SET/AV/GUEST ROOMS/PARKING:

Please see pages 10 and 11 for more information.

FINANCIAL BUDGET:

SDMPI will provide $3,800 to supplement all four (4) Educational Programs.

In addition to the flat rate above, you will receive Diamond Level Sponsorship for the 2012-2013 year (see page 7 for more information).

Annual Partnership:
Board of Directors Meetings

For the 2012-2013 year, SDMPI Leadership has created an opportunity for a venue to host all the Board of Directors Meetings. This is a fantastic opportunity for a small venue to showcase to the most involved and influential members of SDMPI – the Board of Directors.

Board meetings are to be held the second Wednesday of each month with an assortment of morning and afternoon times.

DATES: **LIST TIME PREFERENCE**

August 15, 2012   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
September 12, 2012   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
October 10, 2012   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
November 14, 2012   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
December 12, 2012   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
January 09, 2013   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
March 13, 2013   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
April 10, 2013   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.
May 08, 2013   ☐ 9:00 – 11:00 a.m. ☐ 4:00 – 6:00 p.m.

FOOD & BEVERAGE:

Venue can provide water and snacks, if preferred. No Food and Beverage required.

ROOM SET/AV/GUEST ROOMS/PARKING:

♦ Boardroom style for 16 attendees
♦ Wi-Fi
♦ Telephone conference capacity for call-ins

FINANCIAL BUDGET:

Requesting full sponsorship.   In addition, you will receive Ruby Level Sponsorship for the 2012-2013 year (see page 8 for more information).

Networking Events   Nothin' But Net

SDMPI's networking events give the hosting venue exposure to this industry's finest Planners and Suppliers when they come together in a casual, more intimate environment to get to know each other better and promote the "Buy MPI" concept by solidifying both business and personal relationships.

DATE	MEAL	EST. ATT.	PREFERENCE
October 23, 2012	Appetizers	80-100	_____
December 06 or 13, 2012	Appetizers	80-100	_____
February 19, 2013	Appetizers	80-100	_____
October 22, 2013	Appetizers	80-100	_____
December 05 or 12, 2013	Appetizers	80-100	_____

PROPOSED TIMELINE:

Board Meeting:	3:00 pm – 5:00pm
Registration:	5:00 pm – 5:30 pm
Reception:	5:30 pm – 7:30 pm

ROOM SET:

SDMPI BOARD MEETING (prior to Reception)
- ♦ Boardroom style for 20 with refreshments (asst. beverages and snacks)

REGISTRATION / RECEPTION: (1/2 - 1 hour prior to main event)
Needs to be in separate room/area from the main room and able to accommodate a Registration area,
- ♦ (3) 6' skirted tables for Registration
- ♦ (6) chairs

FOOD & BEVERAGE:

Reception-Appetizers and Bar Service (typically the venues hosts 2 drink tickets for beer and wine service)

PARKING:

Complimentary for attendees

FINANCIAL BUDGET:
Requesting full sponsorship

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Annual Fundraising Event   March 19, 2013

To raise funds from a silent auction event wherein a portion of the proceeds are donated to SDMPI's chosen charitable organizations. Remaining funds are earmarked to enhance chapter education programs and chapter operations. Meeting space required for registration and to display silent auction items and process winners of 50-75 silent auction items.

PROPOSED SCHEDULE:

Registration:	5:00pm – 6:00pm
Reception- Silent Auction	5:30pm – 8:30pm

ROOM SET:

REGISTRATION / RECEPTION: (1 hour prior to main meeting)

Needs to be in separate room/area from the Main meeting room and able to accommodate a Registration area, Networking Reception, and Tabletop Displays (perimeter of room or outside if appropriate)

- (3) 6' skirted tables for Registration
- (6) chairs
- (5) Easels
- (6) 6' individually skirted tables for Tabletop Displays

EVENT SET-UP:

- (10+) 6' skirted tables for vendors
- Belly Ups and/or Guest Seating
- SILENT AUCTION:
- 10-15 banquet tables, with linens – we will place silent auction items on tables
- (2) 6' banquet tables for auction "check out"
- (4) chairs
- Phone line for credit card machine
- Tables and Chairs for up to 200 typically in rounds of 10
- House linen and chair colors

A/V:

Minimum requirement is a House Sound System

DÉCOR:

Décor is at the discretion of the venue, and it gives your preferred vendors a chance to showcase their work to meeting industry pros. They can be eligible for a sponsorship package, which gives them recognition at the event and the possibility of a tabletop display.

FOOD & BEVERAGE:

Venue should be open to allowing outside sponsors for food and beverage

PARKING:

Complimentary for attendees

FINANCIAL BUDGET: **$18.00 per person Inclusive**

All-Team Meeting

DATE   **PREFERENCE**

~~July 12, 2012~~   Date sponsored! Thank you South Coast Winery, Temecula.

July 11, 2013   _____

The purpose of this meeting is to bring together the Board of Directors and Committee Members that may not have been able to attend the Annual Retreat that takes place in June. The team will review the budget and business plan for the 2012-2013 year. The hosting venue has an opportunity to showcase their property to the elite leadership of SDMPI.

GUESTS: 30-35

PROPOSED SCHEDULE:
Meeting   3:00 pm – 5:00 pm
Reception   5:00 pm – 6:00 pm

ROOM SET:

♦   (6-7) 72" round tables with chairs

A/V:

♦ Data projector and screen
♦ Flip charts (5-6) with paper and markers

DÉCOR:

Décor is at the discretion of the venue, and it gives your preferred vendors a chance to showcase their work to meeting industry pros.

FOOD & BEVERAGE:

Reception- light hors D' oeuvres, beer, wine and soda bar

GUEST ROOMS: None required

PARKING: Complimentary for attendees

FINANCIAL BUDGET: **Request full sponsorship**

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Mid-Year Board Retreat   February 01, 2013

The hosting venue has the opportunity to showcase their venue to the SDMPI Board of Directors and all Committee Teams at this all-day board retreat.

GUESTS: 30-35

PROPOSED SCHEDULE:

Breakfast Service	7:30 am – 8:30 am
Board Meeting	8:30 am – 10:00 am
Refreshment Break	10:00am – 10:45 am
Breakout	10:45 am – 11:45 am
Lunch	12:00 pm – 1:00 pm
Transition to Breakout	1:00 pm – 1:15 pm
Breakout	1:15 pm to 2:00 pm
Refreshment Break	2:00 pm – 2:15 pm
Breakout	2:15 pm to 3:00 pm
Closing Session	3:15 pm to 4:30 pm
Reception	4:30 pm to 6:00pm

ROOM SET:

♦ (6-7) 72" round tables with chairs

A/V:

♦ Data projector, wireless lavaliere, screen, flip charts (6) and markers

DÉCOR:

Décor is at the discretion of the venue, and it gives your preferred vendors a chance to showcase their work to meeting industry pros.

FOOD & BEVERAGE:

♦ Breakfast- continental or hot with coffee, juice and water
♦ (2) Refreshment breaks with soda, juice, water and assorted snacks
♦ Lunch – buffet or plated
♦ Reception- light hors D' oeuvres, beer, wine and soda bar (typically the venues hosts 2 drink tickets for beer and wine service)

GUEST ROOMS: None required

PARKING: Complimentary for attendees

FINANCIAL BUDGET: **Request full sponsorship**

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ANNUAL INSTALLATION & AWARDS GALA
June 04, 2013

This is SDMPI's big yearly Gala to recognize outstanding achievements of chapter members, honor the previous year's Board of Directors and induct the incoming Board of Directors.
SDMPI also recognizes its charitable organizations.

PROPOSED SCHEDULE

President's Reception	4:30 pm – 5:00 pm
Registration and Cocktails:	5:00 pm - 6:00 pm
Awards and Meal:	6:00 pm - 9:30 pm

ROOM SETS:

PRESIDENT'S RECEPTION: (Prior to Registration)
Can be in same room as the Registration area, though prefer separate room. This reception is for the VIP Volunteer SDMPI Members who have donated their time to chapter activities. (approx. 40 ppl)
  ♦ (2) 6' skirted tables for certificates and champagne (champagne provided by SDMPI)

REGISTRATION / RECEPTION: (1 hour prior to main meeting)
Needs to be in separate room/area from the main meeting room and able to accommodate a Registration area, Networking Reception
  ♦ (3) 6' skirted tables for Registration
  ♦ (6) chairs
  ♦ Possible additional tables for table top sponsors

ROOM SET:
  ♦ Seating for up to 140 - 160 typically in rounds of 8

A/V:
  ♦ Minimum requirement is a Podium & Wireless Microphone, House Sound System, Riser (12' x 16' min.), Screen, LCD Projector, & minimal Stage Lighting

DÉCOR:
  ♦ Décor is provided either by theme of the event and provided by an SDMPI member décor company or at the discretion of the venue.

FOOD & BEVERAGE:
  ♦ 3-Course meal with non-alcoholic beverages; typically salad, entrée (with vegetarian option) and dessert and coffee
  ♦ Typically alcoholic beverages are provided on a cash bar basis
  ♦ Typically we have a beer and wine sponsor and the venue will agree to pour our donated wine

GUEST ROOMS: Discounted guest room rate for those desiring to stay over for the evening

PARKING: Complimentary for attendees

FINANCIAL BUDGET: **$18.00 per person inclusive**

Annual Leadership Retreat   June 13-15, 2013

The Board of Directors (BOD) is the governing body of SDMPI and is made up of corporate planners, independent planners, hoteliers, third-party planning companies and industry supplier partners. Hosting the SDMPI BOD, you have an opportunity to reach approximately 30-35 well connected buyers or buyer referrals in the meeting industry.

IMPORTANT: Group is requesting hotel and/or partnering suppliers (restaurants, unique venues, DMCs, activity companies, etc.) to host sleeping rooms, meeting space, and all food and beverage events outlined below.

THURSDAY
Comp Sleeping Rooms Requested: (Non-smoking)
6 Rooms (includes 1 king room for speaker and 1 king room for president and 4 queens shared)
Function Space:

3:30 PM-5:00 PM	Executive Team Meeting	Conference/Board Room for up to 12 ppl
6:00 PM-9:00 PM	Reception and/or Dinner	Executive Leadership Team for up to 12 ppl
		Hosted beer, wine and soda (can be offsite location)

FRIDAY
Comp Sleeping Rooms Requested:
16 Rooms (includes 1 king room for speaker, 1 king room for president, and 14 queens for all leadership team members to share) All non-smoking
Requesting early check-in for executive team members arriving on Friday morning for Noon All Team Luncheon
Function Space:

8:00 AM-8:30 AM	Executive Board Breakfast	Continental or Hot for up to 12 ppl
8:30 AM-12:00 PM	Executive Team Meeting	Conference Room for up to 12 ppl

This is an exclusive meeting to develop annual business plan guidelines and finalize business metrics to discuss at all team meeting. President, President Elect and VP's only.

10:00 AM-10:15 AM	Iced-Tea and Soda Break	12 ppl
12:00 PM-1:00 PM	Team Networking Lunch	25-30 ppl.
1:00 PM-5:30 PM	All Leadership Team Meeting	Six (6) 72' Rounds with Chairs
3:00 PM-3:15 PM	Afternoon Beverage/Snack Break	25-30 ppl
6:30 PM-9:00 PM	All Team Dinner	25-30 ppl
		Hosted beer, wine and soda

SATURDAY Discounted room rate requested for any stay-overs
Function Space:

8:00 AM-8:30 AM	All Leadership Team Breakfast	Continental or Hot for 25-30 ppl
8:30 AM-12:30 PM	All Leadership Team Meeting	Conference Room for 25-30 ppl
10:30 AM-10:45 AM	Iced-Tea and Soda Break with Snacks	25-30 ppl
12:30 PM-1:30 PM	Working Lunch	25-30 ppl
1:00 PM – 3:30 PM	Conference Ends	

A/V NEEDS: Data projector, wireless lavaliere, screen, flip charts (1-6) and markers
DÉCOR: Décor is at the discretion of the venue, and it gives your preferred vendors a chance to showcase their work to meeting industry pros.

REQUEST FULL SPONSORSHIP

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Next Steps

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Once you have reviewed this information and decided you are interested in participating in the sponsorship program:

> Complete the application on the next page and e-mail to Vicki Thein, Director of Strategic Partnerships (email below).

If you have any questions, please do not hesitate to call us. Our team is happy to assist you with creating the optimum opportunity for exposure to over 420+ SDMPI members.

Upon receipt of your application form, we will assist you with launching your sponsorship. Your Strategic Alliance Chair, Romy Linde, will work with you throughout the program to ensure you are utilizing all of your sponsorship benefits.

Terms & Conditions

Your sponsorship benefits will begin upon receipt of your in-kind donation. You will have one year from that date to take advantage of those benefits. Benefits cannot be extended beyond one year.

SDMPI Director of Strategic Partnerships

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M E E T I N G   P R O F E S S I O N A L S   I N T E R N A T I O N A L

SPONSORSHIP APPLICATION
PLEASE RETURN COMPLETED RFP BY MONDAY, APRIL 30, 2012

Please indicate which program your sponsorship will benefit. If there are other ways you would like to sponsor SDMPI, you may submit one form for multiple dates and/or programs.

Date/Program interested:_____

Company/Organization: _____

Contact Person: _____

Address:_____

City/State/Zip: _____

Email:_____

Phone:_____

Website: _____

Authorized Signature: _____

25 Word description of your product/service: _____

_____

_____

_____

Please fill out completely and return to Vicki Thein, Director of Strategic Sponsorship via e-mail at vthein@avidcenter.org   for tracking and fulfillment purposes.

For office use only

Sponsorship Type:	☐ In-Kind		Amount: $			
Level:	☐ Diamond	☐ Sapphire	☐ Emerald	☐ Ruby	☐ Pearl	☐ Other