



**REQUEST FOR PROPOSAL:
Summer Sizzle Networking Reception
August 2025 or August 2026**

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 composed of more than 11,000 members belonging to 68 chapters and clubs worldwide.

Meeting Professionals International Potomac Chapter (MPI Potomac) is the organization's largest chapters with nearly 650 members. Established in 1978, MPI Potomac continues to build a diverse, international meeting industry community in the Northern Virginia, Maryland, and Washington, DC areas. By connecting more members to more opportunities for professional development and successful business partnerships, MPI Potomac delivers ever greater value to its members year over year. Approximately 60% represent association, non-profit, and corporate meeting planner professionals.

*MPI Potomac Sponsorship opportunities are quite attractive as our membership percentages are **60% Planners and 40% Suppliers**, with nearly \$3.5 million of business to business transactions between our MPI Potomac planner community and the MPI Potomac suppliers and sponsors.*

Purpose of Event / Anticipated Outcome of Event:

Summer Sizzle is MPI Potomac's first networking event of the new program year. It is a time for member/non-members to re-connect after the summer break. We also hold a committee fair during the event where our committees display and try to recruit members to join to help plan our events and activities for the new program year. The theme is a collaboration with the venue to showcase them and have fun.

After reviewing the requirements below, you may submit your proposal by email to: info@mpipotomac.org

MPI Potomac expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary and for this purpose only. Information cannot be released without written permission from MPI Potomac. Final decision will be made by the MPI Potomac Board Director for Professional Development and the Vice President of Education.

Critical Decision Elements:

- Member of MPI
- Complimentary food/beverage and meeting space
- Complimentary internet access for registration
- Complimentary Audio/Visual
- No charge for bringing in outside vendors (A/V, Décor)
- Discounted speaker sleeping room rate, if applicable
- Discounted or complimentary parking

Communication Stats:

As the largest chapter of MPI, we have a grand reach in our communication outlets. These include Facebook, Twitter, LinkedIn and Instagram as well as direct emails, e-newsletter and our website. Our social media impact on the industry has increased steadily currently at almost 6000 followers. We have a database of over 1000 in the hospitality industry community.

Host Benefits:

The host venue will serve as backdrop for this event, resulting in the opportunity to showcase their venue and services to key decision-makers from the Washington Metro meeting and events industry and beyond. Specific sponsorship benefits can vary depending on host need and level of sponsorship. Possible benefits include the following:

- Opportunity to address the group at the event (total of 3 minutes)
- Prominent sponsorship recognition on all marketing materials used to promote the event.
 - Company and venue listed on all logo identification in all promotional materials, signage, and graphics.
 - Social Media focus on the venue during the promotion of the event and post event in form of graphics, photos of property and special video
 - Blast emails to industry database of over 1000
 - Podcast opportunities interviewing representatives of the venue
- Opportunity for the property to invite up to five (5) planners to attend the event as their guest.
- Table at the event to display services, introduce venue and welcome attendees.
- Venue can give tours of property during the event – will promote pre and during event.
- One (1) e-Blasts, designed by the sponsor, to be sent to the entire MPI Potomac membership
 - Can send anytime within 12 months of sponsorship
 - Can divide address books by member type and send one of each to equal full list
- Event attendance roster for post event use (Name, Company, and mailing address only)
- Acknowledgment in MPI Potomac's e-newsletter leading up to the event promoting the property

Preferred Dates: 2025:

(In order of preference) Week of August 19-21 (any day Monday – Thursday)

2026:

August 19 or 20 or 25 or 26 or 27

Attendance:

Average planner attendance at past events: 45%

Number of Anticipated Attendees: 100-115 average per event based on history

Venue Type:

Hotel or conference venue near a Metro Station in Washington DC, Northern Virginia and Maryland

Event Specifications:

In order to create variety and also offer our supplier partners an opportunity to best showcase your venue, PMPI is open to the following set-ups for the event. All costs are requested in-kind to include room and registration set, tables, staging, electricity, AV, and food and beverage. This event is all after work starting at 5:00 pm till 8:30 pm.

Please consider the following room sets and event specs:

- a. Registration area: Three 6’ tables, near electrical outlet and internet in pre-function space.
- b. Room with capacity for 150+ guests for reception format (cocktail tables, highboys, food buffets, bar) Outdoor space with an indoor backup is ideal.
- c. AV to include podium and microphone/sound system
- d. Two comp parking spaces for chapter administrator and staff.
- e. Discounted parking for registrants

Tentative Schedule:

- 5:00 PM: Registration
- 5:30-8:00 PM: Networking reception, committee fair and announcements
- 8:30 PM: Departures

Budget:

Full in-kind sponsorship is preferred.

Event History:

YEAR	ATTENDANCE	LOCATION
2024	83	Westin Downtown, Washington DC
2023	98	District Winery
2022	68	Yours Truly, Washington DC
2021	70	Anderson House, Washington DC
2019	135	US National Arboretum, Washington DC
2018	115	US National Arboretum, Washington DC
2017	142	St. Gregory Hotel, Washington DC
2016	166	The Watergate Hotel, Washington DC
2015	144	Mandarin Oriental, Washington DC
2014	158	Embassy Row Rooftop, Washington DC
2013	154	20F Conf Center, Washington DC
2012	139	Capitol Conference Center, Washington DC
2011	116	Dumbarton House, Washington DC
2010	121	Hilton Embassy Row Hotel, Washington DC
2009	270	The W Hotel Washington DC