



REQUEST FOR PROPOSAL:

Trivia Night February 2025 or February 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 600 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:

Trivia Night has become one of MPI Potomac's premier networking events of the program year. It is a time for member/non-members to network, have fun and really connect. It is very popular and a perfect place to showcase your venue.

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 preferred
- Complimentary food/beverage (including alcoholic beverages) and meeting space
- Complimentary internet access for registration
- Complimentary Audio/Visual
- No charge for bringing in outside vendors (A/V, Décor)
- 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 at almost 6500 followers. We have a database of over 1200 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 1200
 - Podcast opportunities interviewing representatives of the venue
- Opportunity for the property to have a table complimentary for their guests (up to 10).
- Three (3) questions to put in the registration form to survey attendees
- 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
- Registrant list with full contact information for those that opt in. To be sent within 48 hours of event conclusion.
- Acknowledgment in MPI Potomac's e-newsletter leading up to the event promoting the property

Preferred Dates:**2025:**

February 10 or 12 or 13 (Monday, Wednesday or Thursday nights) or
February 18 or 19 or 20 (Tuesday, Wednesday or Thursday nights) or
February 24 or 25 or 26 or 27 (Monday, Tuesday, Wednesday or Thursday nights)

2026:

February 9 or 11 or 12 (Monday, Wednesday or Thursday nights) or
February 18 or 19 (Wednesday or Thursday nights) or
February 23 or 25 or 26 (Monday, Wednesday or Thursday nights)

Attendance:

Average planner attendance at past events: 45%

Number of Anticipated Attendees: 125-150 average based on history

Venue Type:

Hotel or 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, MPI Potomac 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 with tables for team play
- 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: Rounds for teams
- 8:30 PM: Departures

Budget:

Full in-kind sponsorship is preferred.

Event History:

YEAR	ATTENDANCE	LOCATION
2024	133	Carmine’s DC
2023	114	Crystal City Sports Pub, Arlington VA
2022	107	Backfinn, Washington DC
2020	141	City Winery, Washington DC