



RFP to Host a 2018 Monthly Meeting

To Our HSMIA Chapter Members:

I would like to take this time to thank you for your consideration as a property host for a monthly meeting for the Arizona Chapter of Hospitality Sales and Marketing Association International.

One way to stay ahead of the game is to keep your sales staff well trained and informed in the sales arena. We as an association have made a commitment to offer programs that are relevant to sharpening the skills of our members so they are able to compete on a level to win the business for Arizona.

We are currently in the selection process for our 2018 monthly meeting sites. We are committed to offering our members excellent education as well as the opportunity to showcase their property or venue. All venues are welcome to submit a proposal. We offer three different levels of sponsorship. Please take a look at the details below and the benefits of supporting the hospitality industry. We look forward to bringing our Arizona HSMIA members to your location and appreciate your support!

2018 Scheduled Meeting Dates and Times –

January 18	Monthly Meeting
February 15	Monthly Meeting
March 15	Monthly Meeting
May 10	Luncheon Meeting (Booked)
September 20	Monthly Meeting
November 15	Monthly Meeting

Time Frame:

Luncheon – 11:00-1:30 p.m.

Evening – 4:00-7:00 p.m.

Attendance: Approximately 75-100 people.

F&B/Set-Up Requirements:

- Crescent rounds of six, podium, microphone, LCD projector and screen
- Registration Area: Two 6' registration tables, two chairs, small trash can and two easels
- An additional 4-6 tables needed for sponsors or committees
- Provide food and beverage to accommodate the guaranteed number of attendees. Menu is at the discretion of the host property. The intent is to “showcase” and promote your venue. An upscale menu and presentation is encouraged. Audio visual requests beyond the above requests will be discussed on an individual basis.

HSMAI/ARIZONA CHAPTER

2018 MONTHLY MEETING SPONSORSHIP

GOLD LEVEL (*Preferred sponsorship level*)

Opportunity: To sponsor the meal function to include ALL food and non-alcoholic beverages on a complimentary basis, and provide required audio visual equipment.

Benefits:

- Complimentary table of ten for the event
- Ten minute “Sponsor Spotlight” – opportunity to address the group.
- Logo placement on all promotional materials for the program, inclusion in all on-line industry calendars and in press releases , in followup e-mail to attendees and in program Powerpoint presentation.
- Set of member mailing labels and attendee list
- Display table at the meeting sponsored.
- Recognition in the quarterly chapter e-newsletter.
- One year listing on the chapter website: hsm-ai-az.org – “Partners for Profits” directory.
- Recognition on the HSMAI International website (hsm-ai.org) – events calendar section
- Recognition on the AZ Events Industry Alliance (EIA) on-line calendar.

SILVER LEVEL:

Opportunity: To sponsor the meal function to include all food and non-alcoholic beverages at a discounted price of **\$10.00** inclusive for our meal and provide required audio visual equipment.

Benefits:

- Five (5) complimentary registrations
- Logo placement on all promotional materials for the program and inclusion in all on-line industry calendars and in press releases.
- Display table at the meeting sponsored.
- Recognition in the quarterly chapter e-newsletter and on the chapter website: hsm-ai-az.org.
- Recognition on the HSMAI International website (hsm-ai.org) – events calendar section
- Recognition on the AZ Events Industry Alliance on-line calendar.

BRONZE LEVEL:

Opportunity: To sponsor the meal function to include all food and non-alcoholic beverages at a discounted price of **\$20.00** inclusive for our meal and provide required audio visual equipment.

Benefits:

- Two (2) complimentary registrations
- Logo placement on all promotional materials for the program.
- Display table at the meeting sponsored.
- Recognition in the quarterly chapter e-newsletter and on the chapter website: hsm-ai-az.org.
- Recognition on the HSMAI International website (hsm-ai.org) – events calendar section.
- Recognition on the AZ Events Industry Alliance on-line calendar.

_____ **YES!** We would like to sponsor a 2018 monthly education meeting for HSMAI/Arizona Chapter.

The sponsorship level we prefer is: __ Gold Level __ Silver Level __ Bronze Level

The month we prefer (please list top three in order of preference):

(1) _____ (2) _____ (3) _____

Contact Name: _____

Company: _____

Phone: _____ E-Mail: _____

Please fax or e-mail to the HSMAI office:
P.O. Box 40096 - Phoenix, AZ 85067 - Fax: 602-240-5553 – E-mail: jojowin@aol.com
Questions? Please call or e-mail Joanne at 602-240-5552 or jojowin@aol.com.

THANK YOU FOR YOUR SUPPORT!