

MINNESOTA RECREATION AND PARK ASSOCIATION ANNUAL GENERAL MEETING AND AWARDS LUNCHEON



REQUEST FOR PROPOSALS

Minnesota Recreation and Park Association (MRPA) calls for **REQUEST FOR PROPOSALS** from MRPA member agencies interested in hosting the 2023 Annual General Meeting and Awards Luncheon. The event is scheduled to be held from 9 a.m. through 2 p.m. Friday, January 12, 2024.

The successful bid's venue must accommodate up to 200 participants. The day begins with our partner Minnesota Recreation and Park Foundation's Annual Meeting. The MRPA Annual General Meeting follows, with the Awards Luncheon held thereafter. One large banquet room is needed to host both the meeting and awards functions. A separate room for the meeting function is helpful, but not required. The day's tentative timeline includes:

- 9:30 to 10:15 a.m. Foundation Annual Meeting
- 10:30 to 11:15 a.m. MRPA Annual General Meeting
- 11:30 a.m. to 12:30 p.m. MRPA Awards Opening Comments and Lunch
- 12:30 to 2 p.m. Awards Presentation

Please submit this two-page proposal form to MRPA by **Monday, February 13, 2023**. Member agencies may email completed proposals to:

Minnesota Recreation and Park Association
Subject: AGM Proposal
Email: snider@mnrpa.org

MRPA will email you with a confirmation message that your proposal has been received. The Board of Directors will review the proposals during their upcoming meetings. The successful bidder will be contacted the following week after a decision is reached. Thank you for your consideration.

AGENCY INFORMATION

Organization: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Tel: _____ Fax: _____

Email: _____ Web: _____

MINNESOTA RECREATION AND PARK ASSOCIATION ANNUAL GENERAL MEETING AND AWARDS LUNCHEON



ANNUAL GENERAL MEETING AND AWARDS LUNCHEON

To be Held Friday, January 12, 2024

PROPOSAL INFORMATION

- 1) Organization: _____
- 2) Venue Name: _____
- 3) Luncheon Seating Accommodates How Many? _____
Is there also another room (seating for 30+) in which to hold the Foundation Annual Meeting? _____
- 4) Site Rental Cost: _____
- 5) Does this Venue have a Preferred Caterer(s)? _____
If Yes, Please List: _____
- 6) Average Buffet Luncheon Cost per Person: _____
Buffet menu would include 1 entree, and 1 each of the following: starch, vegetable, salad, bread, dessert, and beverage. Please include a sample menu with proposal.
- 7) Table Linens, China or Melmac Plates, and Silverware (non-paper and non-plastic) are Used During this Event.
Are these items included within the proposal? _____
If no, please list the additional cost for each:
 - Table Linens: _____
 - China or Melmac Plates and Silverware: _____
- 8) Is audio-visual equipment available at the venue (podium, microphone, screen)? _____
Is the use of the audio-visual equipment included within the proposal? _____
If no, please outline the additional cost for use of the equipment: _____
- 9) Any Other Event Costs Associated with this Venue: _____
