

2017-2019 NATCAP Board

Erika Noyes, CGMP, CMP
NATCAP President

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Director

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Director

Ruth Murphy
Director

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Immediate Past President

Dear NATCAP Supplier and Associate Supplier Members:

On behalf of the SGMP NATCAP Board of Directors, I want to express my appreciation for your participation and support over the years. Our continued partnership is vital to the growth and success of NATCAP as a chapter and we would not be where we are today without you.

We are getting ready for our summer Board Retreat in August. During this time, we will finalize the 2018-2019 Chapter Event schedule. In preparation, we want to share with you the opportunities to support our Chapter thru Sponsorships and Event Hosting.

Hosting a NATCAP's program is an excellent opportunity to showcase your property, city, product, or service to our government and contract meeting planners while providing an opportunity for our members to experience your hospitality. We will continue to meet in the 3rd week of the month, but open the opportunities to include Tuesdays and Thursdays, in addition to Wednesdays.

Please take a few minutes to review the attached sponsorship descriptions and event RFPs. At our Board Retreat in August, we will review proposals for monthly programs being held Fall 2018 through Spring 2019.

Proposals may be sent to me via e-mail at president@sgmpnatcap.org. Please don't hesitate to reach out with questions.

Again, thank you for your continued support and commitment to our chapter.

Sincerely,



Erika Noyes, CGMP, CMP
President
NATCAP

Chapter Monthly Meeting

Dates:

A Tuesday, Wednesday or Thursday in the 3rd Week of:

- September 2018
- October 2018 (Networking)
- November 2018
- January 2019
- February 2019 (Networking)
- March 2019
- April 2019
- May 2019

Time (Education):

- 5:00 Pre-Meeting
- 5:30 Registration
- 6:00 Program
- 6:45 Reception (hosted by hotel) w/Cash or Hosted Bar

Time (Networking):

- 5:00 Pre-Meeting
- 5:30 Registration
- 6:00 Reception and Networking (hosted by hotel) w/Cash or Hosted Bar

Attendance

70-90 Attendees

Proposals Due

July 20, 2018 by 4:00 PM ET

Send Proposals to:

president@sgmpnatcap.org

SPECIFICATIONS

Registration (located in pre-function space)

- (2) 6'x30" skirted tables with 4 chairs

Meeting Requirements

- Complimentary meeting space for 70-100 people
- Complimentary Reception (heavy appetizers) w/ Cash or Hosted Bar
- Seating appropriate for meeting room - rounds, classroom or theater (education only)
- Platform with Lectern (both events)
- Separate room for Networking Reception (if paired with Education event)
- 1 small room for up to 15 ppl to accommodate new member orientation or board meeting at 5:00 pm

Audio / Visual Requirements

- Complimentary A/V
- Complimentary internet access for registration and meeting
- LCD Projector and Screen
- Lavalier Microphone or Wireless Handheld Microphone
- Lectern Microphone

Other Information to Include

- Complimentary or discounted parking
- Metro accessible – specify location and distance from venue (i.e. 2 walking blocks, 1.5 miles etc)
- Indicate if shuttle service to/from metro is provided (List costs if applicable)

Host Receives

- Three complimentary supplier admissions to Chapter Monthly Meetings
- Property listed with posting of our event when advertised in the newsletter, the e-blasts and the website
- Property Logo on NATCAP website under Sponsors
- Table to showcase your facility at the monthly meeting
- 3-5 minute “commercial” or welcome provided by you at the meeting
- Opportunity to conduct site tours to all attendees

**SEND PROPOSALS TO PRESIDENT@SGMPNATCAP.ORG
BEFORE 4:00 PM ET ON
FRIDAY, JULY 20, 2018.**

Holiday Reception & Silent Auction

Dates:
December 4 or 5, 2018
December 11 or 12, 2018

Time:
4:00 Set up
5:30 Registration
6:00 Reception & Silent Auction
8:00 Reception Concludes

Attendance
70-110 Attendees

SPECIFICATIONS

Event Requirements

- Registration Area: (3) 6'x30" skirted tables with 6 chairs
- Complimentary meeting space for reception and silent auctions space for 70-100 people
- Discounted Reception (heavy appetizers)
- Mix of tall cocktail rounds and low rounds with chairs
- 16-20 6'x30" tables for silent auction items
- Platform with Lectern and Microphone for Sponsor and Host Remarks

Audio / Visual Requirements

- Complimentary A/V to include:
 - Complimentary internet access for registration desk
 - Lectern Microphone
 - 12 Easels
 - Up lighting for décor

Other Information to Include in Proposal

- Include discount information for food and beverage
- Complimentary or discounted parking
- Metro accessible – specify location and distance from venue (i.e. 2 walking blocks)
- Indicate if shuttle service to/from metro is provided (List costs if applicable)

Host Receives

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- Table to showcase your facility at the monthly meeting
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**Are you working on your 2018-2019 budget?
Let us help you help NATCAP!**

Sponsorships

\$125 - Quarterly E-Newsletter Advertising

- Organization Logo and Link to Website included in one newsletter
- Newsletters distributed to all Chapter Members in June, September, December and March
- With a commitment to advertise in 4 consecutive newsletters, the Chapter List is included

\$500 – Member List Purchase

- Restricted to SGMP NATCAP Members Only, a one-time purchase of the Chapter List of Members to include Name, Organization, Mailing Address, Email, and Phone Number

\$1000 - \$2000 Planner Scholarship Sponsor for 2019 NEC

- Sponsor Scholarship to the 2019 NEC in Detroit
- Opportunity to present Scholarship at Chapter Meeting or Event in Spring 2019
- Recognition on the website and in e-blasts regarding Scholarship Applications
- Three complimentary supplier admissions to Chapter Monthly Meetings

\$1000 - \$2000 Education / Speaker Sponsor

- Sponsor a speaker for an educational program
- Recognition / Logo in E-Blasts announcing meeting
- Opportunity to introduce speaker
- Three complimentary supplier admissions to Chapter Monthly Meetings

Future Event Sponsorships

For planning purposes, the Chapter Board is working on several special events which will happen throughout the year, to include:

- NATCAP Member Reception at the NEC – June 2019
- Silent Auction
- Networking Receptions

We will have additional opportunities for event sponsors (\$2,000-\$4,000), Table Sponsors (\$750), and requests for in-kind goods for auctions. Please keep us in mind as you are working your budgets.