

REQUEST FOR PROPOSAL

EVENT OVERVIEW

Who, What, Why

RFP OVERVIEW

RFP Name	Area 26 Assembly
Response Due Date	April 15-16, 2023
Decision Date	July 18, 2022
RFP Type	Event Space, Guest Rooms, AV Support, Coffee and Tea Service
Decision Factors	Price and available dates are most important factors to bid process. Low coffee prices, free parking, and convenient location are important.
Billing Information	Invoiced meeting space and F&B paid by check, rooms and meals individually billed
Concessions/ Contractual Requirements	<ul style="list-style-type: none"> • Rooms blocked to March 25, 2023 • No Room Night guarantee • Complimentary Parking • Waived load-in/load-out fees • Waived outside AV Fee • Complimentary basic Wi-Fi in guestrooms, public areas, conference/meeting areas • 20% Discount on in house AV Needs • 20% Food and Beverage Discount

GROUP OVERVIEW

Organization Name	Area 26 Alcoholics Anonymous
Conference Name	Area Assembly
Address	P.O. Box 50542, Bowling Green, KY 42102- 3742
Number of Events per Year	4
Average Size	100-150 persons
Who We Are	501c3 service organization coordinating services for state A.A.

CONTACTS

Contract Signer	John Smith (Host DCM Name)
Decision Maker (s)	Mary Jones (Designated Host Committee Member)

ROOM BLOCK

Date Pattern:

- Friday-Sunday (No flexibility)
 - April 15-16
 - April 1-2
 - March 25-26

Day/Pattern	Friday	Saturday	Sunday
Totals	10	20	0

- All rooms individually booked individual pays on own

MEETING SPECIFICATIONS

Meeting space should be available at the hotel location or easily accessible to host hotel.

Host Hotel/ Facility Needs:

Access to facility at 7:00 AM for setup and use until 3:00 PM Sunday afternoon.

General Sessions Space to accommodate seating/tables for 150 – 200 people

General Session space needs:

- Seating at tables for 200 people
- Two small tables available with power for the Treasurer and Registrar
- Head table (approx.16-18') with seating for four and power available
- 10 tables available for displays in or near the main room
- Registration area outside of the main room that will have tables available for registration

Breakout rooms available as follows:

Saturday from 9:00 AM – 10:15 AM

Meeting – Seating for 35-50

Welcome to Service – Seating for 75-100 (main room can be used if necessary)

Saturday from 10:00 AM – 12:30 PM

Six (6) break out rooms- (main room can be used for one if necessary)

4 to accommodate 15-20 people

1 to accommodate 20-30 people

1 to accommodate 35-50 people

Technology Requirements:

The Main Room and all breakout rooms must have power and 10 MB/second connection capability (connection speed of Wi-Fi)

If Wi-Fi is limited, must have captive portal to offer wired internet such as Ethernet cable in all meeting rooms.

(Optional) for this example it is included for illustration only

One projector screen in Main Room.

One large white board and dry erase markers in Main Room.

Food / Beverage

Lunch Buffet Saturday at 12:30 PM available for individual pay.

Coffee station with 2 gallons of coffee/tea served per hour from 8:00 AM – 4:00 PM Saturday and once at 7:00 PM Saturday evening. Coffee served at rate of 2 gallons per hour Sunday at 8:00 AM to 11:00 AM. Total purchase will be 28 gallons.

(Other options for illustration purposes could be)

Request to make our own coffee in a designated hospitality room near the meeting space.

All Day Coffee Break for 100 people Saturday

Half Day Coffee Break For 100 People Sunday

Some other specific amount of coffee and who may approve delivery and at what times

Continental breakfast for 50 people Saturday and Sunday mornings 8:00am- 8:45am

Lunch on Saturday prepurchased or some alternative method.

Onsite BBQ by host committee near meeting space.

Snack break Sunday at noon (sweet and salty snacks)

*All F&B Spend based upon availability/ budget and expected time for the agenda. Please provide cost per person and per item if available.