



March 24, 2009

Dear Supplier and Associate Supplier Members:

On behalf of the SGMP/NATCAP Board of Directors, I extend my sincere 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 the chapter we are today without you.

As part of our efforts to continually improve our programming, the planning process for the 2009-2010 program year has begun. Sponsoring NATCAP's education programs is an excellent opportunity to showcase your property, city, product, or service and provides an opportunity for our planner members to experience your hospitality. We ask that you consider hosting an event during the 2009-2010 year. Following are meeting specifications and information for the following NATCAP programs:

- Monthly educational programs and chapter meetings
- Monthly NATCAP Board of Directors meetings
- NATCAP Board of Directors All-Day Meetings – January 2010 and June 2010
- Annual Holiday Celebration & Silent Auction – December 2009
- 13th Annual Winter Meeting & Tradeshow – January/February 2010
- Annual Honors & Awards Program – June 2010
- Annual Summer Outing – Summer 2009
- Annual Summer Outing – Summer 2010
- Meeting Host Interest Form

We ask that you strongly consider hosting one or more of these events. The enclosed needs are ideal for our events, however we understand that many facilities may not be able to commit nor have the amount of space required. If you are interested in hosting an event, please present a proposal detailing how you would accommodate us. We encourage you to consider collaborating with other SGMP/NATCAP members.

Please take a few minutes to review the enclosed *Request for Proposal*. **Please send your reply to by April 15, 2009.** Proposals may be sent to my attention via e-mail at dmyworks@yahoo.com or fax to 801-340-1674 or it can be mailed to:

Deidre Young, CMP, CGMP
c/o SGMP/NATCAP
P.O. Box 2486
Washington, DC 20013

Notification of all selections will be made by May 8, 2009. Again, thank you for your continued support and commitment to our chapter.

Sincerely,

Deidre M. Young CMP, CGMP
SGMP/NATCAP
First-Vice President and Board Liaison, Program Committee

Recipe for Success: *Becoming a NATCAP Chef*

MONTHLY MEETINGS



HELD	Third Wednesday of the month September 16, 2009* October 21, 2009* January 20, 2010 March 17, 2010 April 21, 2009 May 12, 2010** *September and October 2010 hosts have already been selected **Webinar (alternate dates will be considered)
TIME	3:00pm – 4:30 pm Registration 4:30pm – 6:00 pm Program 6:00pm – 7:00 pm Reception (hosted by hotel) w/Cash or Hosted Bar
ATTENDANCE	125-150 people

SPECIFICATIONS

Registration (located in pre-function space)	
<ul style="list-style-type: none"> – (3) 6'x30" skirted tables with chairs – (2) 6'x30" skirted tables with chairs (Community Outreach table) 	
Meeting/Program	
<ul style="list-style-type: none"> – Seating appropriate for meeting room - rounds, classroom or theater – Riser with podium in front of room – Separate room for Reception, preferred set up includes stations – 3 – 4 small rooms of 10-15ppl to accommodate committee meetings starting at 2:30pm (Note: this is preferred, but not required.) 	
Audio/Visual Requirements	
<ul style="list-style-type: none"> – Discounted A/V rates based on the needs for each meeting program and format – Lectern microphone – Lavalier microphone, table-top microphones or wireless handheld microphones (tentative) 	
Other Information to Include	
<ul style="list-style-type: none"> – Complimentary or discounted parking – Metro accessible – specify location 	
Host Receives	
<ul style="list-style-type: none"> – One complimentary booth at the NATCAP Winter Meeting & Trade Show (\$500.00 value) or \$350.00 check payable to host hotel – ¼ page in NATCAP Newsletter (copy provided by you), for the month prior to the event – Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event – NATCAP Flash ad the month of the event – Recognition Certificate – with facility name only – Display space to showcase your facility at monthly meeting – 5 minute “commercial” or welcome provided by you at the meeting – Opportunity to conduct site tours to all attendees 	

LUNCHEON MEETING



HELD	Wednesday, November 18, 2009 (Preferred) Wednesday, February 17, 2010 (Preferred) Other Wednesdays or Tuesdays may also be considered.
TIME	11:00am - 11:30am Registration 11:30am - 12:00noon Reception 12:00pm - 1:30pm Luncheon/Program
ATTENDANCE	75-100 people

SPECIFICATIONS

Registration (located in pre-function space)	
<ul style="list-style-type: none"> - (3) 6'x30" skirted tables with chairs - (2) 6'x30" skirted tables with chairs (Community Outreach table) 	
Meeting/Program	
<ul style="list-style-type: none"> - Seating in rounds of 8-10 people - Riser with podium in front of room - Plated luncheon (Two or three courses). If luncheon cost cannot be offered complimentary, please provide discounted pricing and sample options in proposal. 	
Audio/Visual Requirements	
<ul style="list-style-type: none"> - Discounted A/V rates based on the needs for each meeting program and format - Lectern microphone - Lavalier microphone, table-top microphones or wireless handheld microphones (tentative) 	
Other Information to Include	
<ul style="list-style-type: none"> - Complimentary or discounted parking - Metro accessible – specify location 	
Host Receives	
<ul style="list-style-type: none"> - One complimentary booth at the NATCAP Winter Meeting & Trade Show (\$500.00 value) or \$350.00 check payable to host hotel - ¼ page in NATCAP Newsletter (copy provided by you), for the month prior to the event - Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event - NATCAP Flash ad the month of the event - Recognition Certificate – with facility name only - Display space to showcase your facility at monthly meeting - 5 minute “commercial” or welcome provided by you at the meeting - Opportunity to conduct site tours to all attendees 	
History	
February 2009	Phoenix Park Hotel, Washington, DC
November 2008	Holiday Inn Hotel & Suites, Old Towne Alexandria, Alexandria, VA
February 2008	Westin Arlington Gateway Hotel, Arlington, VA

MONTHLY BOARD OF DIRECTORS MEETING



HELD	Second Tuesday of the month		
	September 8, 2009	October 13, 2009	November 10, 2009
	December 8, 2009	February 9, 2010	March 9, 2010
	April 13, 2010	May 11, 2010	
TIME	4:45pm – 8:00pm		
ATTENDANCE	10 people		

SPECIFICATIONS

Meeting and Audio/Visual Requirements

- Conference style seating
- Hosted food (i.e. assorted deli sandwiches, vegetable crudité's, cheese/fresh fruit platters, assorted hors d'oeuvres, cookies/brownies)
- Hosted beverages to include assorted soft drinks, bottled water, (coffee service optional)
- Speaker Phone
- Flip Chart with markers (if required)

Other Information to Include

- Complimentary or discounted parking
- Metro accessible – specify location

Host Receives

- ¼ page in NATCAP Newsletter (copy provided by you), for the month prior to the event
- Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event
- Space for hosting facilities collateral on a handout table
- 3-5 minutes to speak about facility and opportunity to conduct site tours.

WINTER BOARD MEETING / JUNE TRANSITION MEETING

Date & Time	# PPL	Set-up	F&B (hosted)
January 12, 2010 8:30am - 4:00pm	10	Hollow Square or Conference	Breakfast, AM/PM Breaks & Working Lunch
June 8, 2010 8:30am - 4:00pm	10	Hollow Square Or Conference	Breakfast, AM/PM Breaks & Working Lunch

ANNUAL AWARDS PROGRAM



HELD	June 16, 2010 preferred (Open to other Tuesday/Wednesday in June)	
TIME	6:00pm-7:00pm	Registration/Reception
	7:00pm-9:00pm	Dinner & Program
ATTENDANCE	125-150 people	

SPECIFICATIONS

Registration (located in pre-function space)	
<ul style="list-style-type: none"> - (4) 6'x30" skirted tables with chairs - (4) Easels for signage 	
Meeting/Program	
<ul style="list-style-type: none"> - Banquet rounds of 10 - Riser with standing lectern in the front of the room to hold a minimum of 10 people at one time - 6'x30" Table on riser for awards - Separate room and/or pre-function area for reception 	
Banquet/Reception Food and Beverage	
<ul style="list-style-type: none"> - Cash or Hosted Bar - Complimentary or reduced cost for reception - Complimentary or reduced cost for banquet 	
Audio/Visual Requirements	
<ul style="list-style-type: none"> - Lectern Microphone - Lavalier Microphone (tentative) - Screen with Multi-media Projection Unit (to be determined based on program) 	
Other Information	
<ul style="list-style-type: none"> - Complimentary or discounted parking - Metro accessible preferred or shuttle accessible to Metro desired - 5-10 guest rooms at reduced rate for NATCAP members with a 3 week cut off 	
Host Receives	
<ul style="list-style-type: none"> - One complimentary booth at the NATCAP Winter Meeting & Trade Show (\$500.00 value) or \$350.00 check payable to host hotel - Full page in NATCAP Newsletter (copy provided by you), for the month prior to the event - Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event - NATCAP Flash ad the month of the event - Recognition Certificate – with facility name <u>only</u> - Space for hosting facility's collateral on a handout table - 3-5 minutes to speak about facility at the event. 	
History	
2009	L'Enfant Plaza Hotel, Washington, DC
2008	L'Enfant Plaza Hotel, Washington, DC
2007	Hilton Alexandria Mark Center (Alexandria, VA)
2006	Renaissance Washington Hotel, Washington, DC

ANNUAL HOLIDAY CELEBRATION & SILENT AUCTION

HELD	Tuesday, Wednesday, or Thursday in December 2009 Dates that will be considered – December 1, 2, 3, 8, 9, 10, 15, 16, 17
ATTENDANCE	150 people

SPECIFICATIONS

Registration/Checkout: 3:00pm – 7:00pm	
<ul style="list-style-type: none"> – Registration and Silent Auction tables and room must be available for set up by 1:00pm – (6) 6'x30" skirted tables w/chairs in foyer area – High speed internet connection – (2) Electrical outlets with extension cords and power strip – (5) Easels for signage 	
Reception & Silent Auction 4:00pm – 7:00pm	
<ul style="list-style-type: none"> – (20-25) 6'x30" skirted tables for silent auction items set in rows – Hosted Reception to include at a minimum (3) hot and (3) cold hors d'oeuvres – Scattered Cocktail Seating with additional perimeter seating – Cash Bar – House Sound for Holiday Music or Muzak 	
Audio/Visual Requirements	
<ul style="list-style-type: none"> – Podium & microphone on riser – Screen with LCD projector 	
Other Information	
<ul style="list-style-type: none"> – Complimentary or discounted parking – Metro accessible preferred or shuttle accessible to Metro desired 	
Host Receives	
<ul style="list-style-type: none"> – One complimentary booth at the NATCAP Winter Meeting & Trade Show (\$500.00 value) or \$350.00 check payable to host hotel – Full page in NATCAP Newsletter (copy provided by you), for the month prior to the event – Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event – NATCAP Flash ad the month of the event – Recognition Certificate – with facility name <u>only</u> – Space for hosting facilities collateral on a handout table – 3-5 minutes to speak about facility during event. 	
History	
2008	Walter E. Washington Convention Center, Washington, DC
2007	Crowne Plaza Washington, DC/Silver Spring, Silver Spring, MD
2006	Sheraton National Hotel, Arlington, VA

13TH ANNUAL WINTER MEETING & TRADESHOW



HELD		
Two consecutive days in the months of February or January. Prefer a Tuesday-Wednesday pattern but will also accept Wednesday-Thursday.		
LOCATION		
Must be within the Washington DC area and Metro accessible. Downtown properties are preferred.		
ROOM BLOCK		
Host property must be able to accommodate a room block of 30 rooms on day one and 10 rooms on day two at government per diem or lower.		
ROOM RATE		
Lowest group rate possible for suppliers and prevailing government per diem rate for government meeting planners are requested. If unable to offer per diem, please make your best offer.		
MEETING SPACE		
Host property is asked to provide complimentary meeting space to include one exhibit hall to accommodate a minimum of 100-125 - 10 x 10 booths, one luncheon room for a maximum of 350 people in rounds of 10, up to 4 breakout rooms.		
FOOD/BEVERAGE		
Host is asked to provide complimentary and/or reduced morning and afternoon breaks, and reduced luncheon.		
OTHER		
Parking fee, complimentary or discounts		
SCHEDULE OF EVENTS/SPACE REQUIREMENTS:		
DAY ONE:	12:00-5:00 pm	Room for committee planning meeting and packet stuffing Room should be set up for approximate 25 people conference style Available for the entire 2 day conference to be used as an office for meeting planner and Special Events Committee
	TBD (4hours)	Set up of pipe and drape by decorating company in exhibit hall Please advise of time exhibit hall will be open for decorating 5:30-7:30 pm Reception 100-150ppl, with Cash Bar
DAY TWO:	7:00-10:00 am	Area for registration – space for decorator to set up 6 counters Built in registration area preferred, or it should be set up right outside exhibit hall
	7:00-10:00 am	Exhibitors set up in exhibit hall Exhibit hall for a minimum of 100 exhibit 8x10 booths
	8:30-9:30 am	Area for beverages Set up in registration area for 150 people
	8:30-3:00 pm	Rooms for concurrent workshops Three/four concurrent workshops Theater or classroom style seating for 90 people in each room
	9:00-12:00 pm	Exhibit hall open
	12:30-1:45 pm	Room for luncheon for 350 people Rounds of ten Riser, podium, and microphone for speaker
	2:45-3:00 pm	Area for afternoon break Set up outside workshop rooms for 200 people
	3:00-3:45 pm	Rooms for concurrent workshops Three/four concurrent workshops Theater or classroom style seating for 90 people in each room

Host Receives

- One complimentary booth at the NATCAP Winter Meeting & Trade Show (\$500.00 value) or \$350.00 check payable to host hotel
- Full page in NATCAP Newsletter (copy provided by you), for the month prior to the event
- Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event
- NATCAP Flash ad the month of the event
- Recognition Certificate – with facility name only
- Space for hosting facilities collateral on a handout table
- 3 - 5 minutes to speak about facility during luncheon and opportunity to conduct facility tours
- If the property chosen provides the meeting space complimentary, it will automatically be included in our highest sponsorship level.

History

2009	Marriott Wardman Park Hotel, Washington, DC
2008	Marriott Wardman Park Hotel, Washington, DC
2007	Marriott Wardman Park Hotel, Washington, DC
2006	Marriott Wardman Park Hotel, Washington, DC
2005	Hilton Washington Hotel, Washington, DC

ANNUAL SUMMER OUTING



HELD	Thursday-Sunday pattern in August 2009 Thursday-Sunday pattern in August 2010
ATTENDEES/ ROOM NIGHTS PATTERN	Thursday - 25 rooms Friday - 50-70 rooms Saturday - 60-80 rooms Preferred rate under \$75.00 single/double; however, must be under \$100.00 single/double (1) Suite available at group rate

SPECIFICATIONS

Program – Thursday	
Registration tables/area from 3:00pm-7:00pm Meeting Room /Suite for Hospitality 12:00pm-12:00midnight Evening Reception for approx. 50 people	
Program – Friday	
Continental Breakfast for approx. 75 people Registration from 10:00am-6:00pm Reception with heavy hors d'oeuvres or dinner for approx 100 people Meeting Room/Suite for Hospitality 7:00am-12:00midnight	
Program – Saturday	
Registration from 8:00am-12:00pm Meeting Room/Suite for Hospitality 7:00am-12:00midnight Breakfast and/or Lunch for approx. 100 people Reception with heavy hors d'oeuvres or dinner for approx. 100 people	
Program – Sunday	
Hot Breakfast or Brunch for approx. 100 people	
Miscellaneous	
Information on local cultural activities, museums, family activities, sporting options (including golf) as well as any other items of interest.	
Host Receives	
<ul style="list-style-type: none"> – One complimentary booth at the NATCAP Winter Meeting & Trade Show (\$500.00 value) or \$350.00 check payable to host hotel – Full page in NATCAP Newsletter (copy provided by you), for the month prior to the event – Advertisement on NATCAP web-site with a link to your web-site, for the month prior to the event – NATCAP Flash ad the month of the event – Recognition Certificate – with facility name <u>only</u> – Space for hosting facilities collateral on a handout table – 3-5 minutes to speak about facility during event. 	
History	
2008	Washington Nationals Baseball game, Washington, DC
2007	Renaissance Portsmouth Hotel, Portsmouth, VA
2006	Rocky Gap Lodge & Resort, Flintstone, MD
2005	Wyndham Baltimore Inner Harbor Hotel, Baltimore, MD

HOST INTEREST FORM

DUE DATE: **May 1, 2009**

The specifications listed are ideal for our programs, however we understand that many facilities may not be able to commit nor have the amount of space required. If you are interested in hosting an event, please submit how you would accommodate us. Please send your information to dmyworks@yahoo.com or fax to Deidre Young at 801-340-1674 or if you have questions.

Preferred Month(s): (list three in priority order)

Monthly Program Meeting:

- | | |
|---|---|
| <input checked="" type="checkbox"/> September 16, 2009* | <input checked="" type="checkbox"/> October 21, 2009* |
| <input type="checkbox"/> November 18, 2009 (Luncheon) | <input type="checkbox"/> January 20, 2010 |
| <input type="checkbox"/> February 17, 2010 (Luncheon) | <input type="checkbox"/> March 17, 2010 |
| <input type="checkbox"/> April 21, 2010 | <input type="checkbox"/> May 12, 2010 (Webinar) |

**locations already confirmed*

Board of Directors Monthly Meetings:

- | | |
|--|---|
| <input type="checkbox"/> September 8, 2009 | <input type="checkbox"/> October 13, 2009 |
| <input type="checkbox"/> November 10, 2009 | <input type="checkbox"/> December 8, 2009 |
| <input type="checkbox"/> February 9, 2010 | <input type="checkbox"/> March 9, 2010 |
| <input type="checkbox"/> April 13, 2010 | <input type="checkbox"/> May 11, 2010 |

All-Day Board Meetings:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> January 12, 2010 | <input type="checkbox"/> June 8, 2010 |
|---|---------------------------------------|

Special Events:

- Summer Outing (July/August 2009)
- Holiday Celebration & Silent Auction (December 2009)
- 13th Annual Winter Meeting & Trade Show (January/February 2010)
- Annual Awards Celebration (June 2010)
- Summer Outing (July/August 2010)

FACILITY / ORGANIZATION: _____

ADDRESS: _____

CONTACT: _____

PHONE: _____

FAX: _____

E-MAIL: _____

FEMA NUMBER: _____

NEAREST METRO: _____

NAME & SQ. FOOTAGE OF MAIN MEETING SPACE OFFERED: _____

AUTHORIZED SPONSOR NAME: _____

AUTHORIZED SPONSOR SIGNATURE: _____

HOTEL SHUTTLE SERVICE TO/FROM METRO: YES NO

(This form must be used as cover sheet to any written proposal you submit. Please be sure to address all points listed in the RFP for the specific meeting you are bidding on).