

Chapter Monthly Meeting

Dates:

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

February 2017
March 2017
April 2017
May 2017

Time (OPTION A):

4:00 Pre-Meeting
5:00 Registration
5:30 Program
6:30 Reception
(hosted by hotel)
w/Cash or Hosted Bar

Time (OPTION B):

7:30 Registration and Breakfast
8:30 Program
9:30 Program Ends

Attendance

70-90 Attendees

Proposals Due

November 1 at 5:00 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 or *complimentary hot breakfast (for Option B)
- Seating appropriate for meeting room - rounds, classroom or theater
- Platform with Lectern
- Separate room for Networking Reception
- 1 small room for up to 15 ppl to accommodate new member orientation or board meeting at 4:00 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