

Holiday Reception & Silent Auction

Dates:

Wednesday December 14 or
Thursday December 15

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

- 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 PROPOSAL TO PRESIDENT@SGMPNATCAP.ORG
BEFORE 4:00 PM ET ON WEDNESDAY, OCTOBER 5, 2016.**