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2012 – 2013 Venue Support | Request for Proposal Packet

President’s Welcome Message

We’d like to welcome you and your property to our IMPI event venue selection process. As we celebrate our 20th anniversary, we’re reminded that our chapter is made possible by a strong assortment of community partners, including many venues, and we appreciate your thoughtful consideration in this process. Our Board and programming contacts are here to help with questions, comments and concerns, as well as provide dedicated feedback as requested.



All the best,

Jodi Massey, CMP
IMPI President

What is IMPI?

The Indiana Chapter of Meeting Professionals International (“IMPI”) was founded in 1992 and includes the entire state of Indiana from the southern tip of Evansville to the golden dome of upstate Indiana’s Notre Dame! Throughout the year IMPI offers many opportunities for members to learn, share industry experiences and network with others. Our membership is comprised of corporate and independent meeting planners, special event planners, hoteliers, transportation companies, audio visual experts and other suppliers. IMPI has grown to more than 250 members, and the majority of our members participate on a committee at some level. The Indiana Chapter of MPI works to build a rich statewide meeting industry community and strives to make our members successful by facilitating connections to knowledge through educational offerings, relationships through networking events and opportunities and marketplaces.

What’s involved with a venue support response for IMPI? Why should my venue participate?

Each calendar year, IMPI seeks bids from a wide assortment of Indiana event venues that correspond with their programming requirements. Venues play a vital role in helping IMPI meet its educational and programming goals, and IMPI offers venues an exclusive way to reach the meeting and events industry professionals. A complete [programming calendar](#) is included on our chapter website, as well as specific venue benefits, requirements and submission forms for each activity. A step-by-step set of [submission instructions](#) is also included in this packet.

What types of events are available for me to support?

There are a variety of events that venues can support of varied size, requirement and complexity. A [complete list of our event types and event descriptions](#) is included in this packet. Venues may bid on one event, or a variety of events by looking at the [program calendar](#) and reviewing that program’s requirements and benefits form in the overall packet.

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What if our venue is not an IMPI member? Should we still bid on venue hosting opportunities?

Yes! Your venue should still consider bidding on venue opportunities, even if you are not currently an IMPI member. Please note that while IMPI does give preference to its supplier members, at times it becomes necessary for a non-member to host a function. Venues can couple their hosting bid with a paid membership to increase the likelihood of success of winning that bid and have the opportunity to indicate their desire to exercise this option on their submission form. Any non-member venues can learn more about the benefits of membership in IMPI [here](#).

What if our venue is not located in central Indiana, but we want to sponsor an IMPI activity? How can we participate?

Venues that are not located within the central Indiana area can still participate in IMPI activities. There are three (3) simple ways for venues that fall within this category to participate: (1) be the **funding luncheon sponsor** for a monthly IMPI program; the average cost for a sponsor at this level is \$13/pp and is based on the number of attendees, or (2) consider **hosting an IMPI Board Retreat** or (3) consider a **cash sponsorship** to have extended access and exposure at IMPI's events which primarily take place in central Indiana.

Venues who have an **interest in this program** should [contact Craig Toby](#), Director of Strategic Partnerships, for a customized opportunity that meets the venue's needs and budget.

2012 – 2013 IMPI Programming Calendar | Event Descriptions

A complete list of [all available programs for the calendar year](#) can be viewed online at the IMPI website.

Educational Luncheon Series

One of the main reasons an individual joins IMPI is for the education. The luncheon series allows members the opportunity to join together to learn from professionals about issues, trends, and opportunities in the meetings industry. These luncheons also provide networking opportunities for members to connect with their peers.

IMPI Board Retreats + Emerging Leadership Training

IMPI takes a special interest in the development of its future chapter leaders with a Leadership Training event and Board Mid-Year and Annual Retreats. These events provide our most active supplier and planner members with information to move them through the ranks of leadership and industry standards.

CMP Study Group Series

IMPI supports the professionalization of our industry. One way to do that is to promote the Certified Meeting Professional Program. The CMP is the foremost certification of the meetings, conventions and exhibitions industry; and the program recognizes individuals who have achieved the industry's highest standard of professionalism. IMPI is seeking venues to host one study session, or the entire series.

New Member Networking + Orientations

The more an individual is engaged the more they will benefit from their IMPI membership. This networking and orientation program is way to introduce members to IMPI and get them involved early.

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All-Member Networking Events

Highlight your venue or service at one of IMPI's well-attended networking events. Networking events are held periodically throughout the course of the year, so consequently sponsorships may be available for one or more networking events.

IMPI Legislative Day

This is your opportunity to get in front of our State leaders with the message that Meetings Change the World and IMPI is Indiana's leading professional meeting planning organization.

Annual Foundation Fundraising Event: Golf Outing

The Foundation and Scholarship Fundraising Event allows the chapter to raise money for the MPI Foundation which helps the chapter to bring speakers from across the country in for luncheon education programs as well as raise money for the chapter's scholarship program.

Annual Awards and Silent Auction Event

Held in June of each year, this is your opportunity to put your best foot forward! Thrill the attendees with what you have to offer at this annual awards event. This event raises money for Chapter activities throughout the year. The Silent Auction is the perfect combination of recognition and networking.

IMPI Board of Directors 2012 – 2013

Jodi Massey, CMP
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Carolyn Wallace
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Director of Monthly Programs

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Director of Marketing

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Director of Emerging Leaders

Stephanie Higgins
Director of Regional Conferences

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HOW TO SUBMIT YOUR VENUE FOR CONSIDERATION

Submitting your venue for consideration for one or more of IMPI's chapter events is as easy as 1 – 2 – 3. Learn more below about how our process works.

1 REVIEW AVAILABLE DATES AND OPPORTUNITIES

Our complete programming calendar, as well as a current listing of available dates, opportunities and individual requirements is available online [here](#). Venues should begin by looking at all of our available dates and selecting dates and activities they believe they could accommodate. This will help venues narrow down options to select activities and interests and programs that will work in their unique space.

2 REVIEW EVENT REQUIREMENTS + EVENT BENEFITS

Each specific event comes with specific event requirements and related event benefits. Venues should be certain to look at each event's requirements before submitting bids. Even like events do vary between sessions and meetings. Venues can read about specific event requirements and benefits in our online [IMPI Programming Calendar](#) information.

3 SUBMIT YOUR VENUE BID FOR EACH PROGRAM

Each specific event requires an individual venue submission form, tailored for that activity. Venues can find venue bid forms for each program in our online [IMPI Programming Calendar](#) information. It is important to include a copy of the [original event request](#) and [your response](#) in each submission. Please note that various events do have various **submission deadlines**. Venues that participate earlier in the association calendar will have the widest array of opportunity. All submissions are sent to [Craig Toby](#).

IMPI GENERAL IN-KIND SPONSORSHIP RECOGNITION POLICY

IMPI recognizes in-kind sponsors in a variety of ways and some events carry more recognition for in-kind support than others due to the size, scope and level of contribution being underwritten by the sponsor. Our general in-kind sponsor policy states that sponsors are recognized at the event in which they are participating through their exposure to attendees at that event and the recognition vehicles utilized for that particular event. These sponsors will be listed as such on the monthly education luncheon PowerPoint, on the IMPI website, any promotional materials for their sponsored event and in the IMPI quarterly membership directory. Venues should be certain to read each program's specific benefit list to ensure the sponsorship meets their expectations before submitting a bid.

Sponsors may augment their in-kind sponsorships with cash gifts to achieve the benefit levels listed under the [cash sponsorship packages](#). A cash contribution in addition to the in-kind contribution would yield the sponsorship benefits listed in the cash sponsor page.