



RFP for 2024 Monthly ASAE Meeting Hosting

Please send proposal for all available dates by end of day September 29, 2023

The monthly meetings are a chance for ASAE Executives and Associates/Partners to network and learn together in Little Rock area. Member hotels and facilities have the chance to sponsor and host the group once per year, based on availability. ASAE will promote the event at your location. Hotel will have the chance to speak at the event and offer tours.

******IMPORTANT: We have not decided on the full schedule for 2024. If you open to hosting a breakfast or reception, please include that option along with available luncheon dates******

Contact Information: Leigh Anderson • ASAE Executive Director • 501-223-9188 • office@arksae.net

To: All Current ASAE Associate Members

Due Date: Please send proposal for ALL available dates by end of day, **Friday, September 29th**

Event Information:

Meeting Space Only

Location must be in Little Rock and **host must be an active ASAE Member to bid and to host.**

Total Attendees: 40 to 60

Event Types:

- Luncheon (11:45 – 1:00)
- Breakfast (approx. 7 to 9)
- Reception (approx. 4 to 6)

Event Dates: 3rd Tuesday preferred.

Please list all available dates and event types you would consider hosting (Breakfast, Lunch or Dinner) in proposal. This year we are exploring the option of having one breakfast or reception per quarter.

Tuesday, January 16, 2024 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, February 20, 2024 - When bidding indicate availability for breakfast, lunch and/or reception

*Tuesday, March 26, 2024- When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, April 16, 2024- When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, June 18, 2024 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, August 20, 2024- When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, September 17, 2024 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, October 15, 2024- When bidding indicate availability for breakfast, lunch and/or reception

November 19 - When bidding indicate availability for breakfast, lunch and/or reception

Event SetUp:**Lunch (FIRM)**

11:00 AM – 11:45 AM Registration Table outside room and Rounds of 6 (or hotel recommendation given guidelines)

11:15 – 11:45 Networking

11:45 – 1:00 PM Lunch and Speaker

Breakfast (Tentative Schedule)

7:00 AM – 9:00 AM

Breakfast Reception Style

Networking

8:30 AM: Thank yous/Announcements

Reception (Tentative Schedule)

4:00 PM – 6:00 PM

Open Reception and Appetizers

Networking

4:30 PM Announcements

Decision Factors:

Sponsorship price at \$18 inclusive per person

Date and Time. 3rd Tuesday of the month (November for 3rd or 4th)

Complimentary AV or ability to bring in outside vendor

Must be hosted by a Current ASAE Member

Event must take place in Little Rock area

Billing Information:

Direct Billing upon receipt of invoice

Concessions:

Complimentary AV (screen, projector, house sound) or ability to bring in outside vendor

Complimentary or reduced parking

NOTE ON THE HOLIDAY PARTY:

The holiday party is tentatively scheduled for Tuesday, December 19, 2024 by the committee.

It is NOT INCLUDED in the monthly meeting RFP as we will look at hosting at any member (executive or associate) location.

Please email office@arksae.net

Thank you!