



Date: September 5, 2025

To: Current ASAE Member Facilities and CVBs

Subject: RFP for 2026 Monthly ASAE Meeting Hosting

Due Date: **Please send proposal for all available dates by end of day October 3rd**

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 2026. If you open to hosting a breakfast or reception, please include that option along with available luncheon dates. Please send proposal for all available dates by end of day October 3, 2025*******

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

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: 50 to 70

Event Types:

- ☐ Luncheon (11:45 – 1:00)
- ☐ Breakfast (approx. 7:45 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 20, 2026 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, February 17, 2026 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, March 17, 2026 - When bidding indicate availability for breakfast, lunch and/or **reception**

Tuesday, April 21, 2026 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, June 16, 2026 - When bidding indicate availability for breakfast, lunch and/or reception -

Tuesday, August 18, 2026 - When bidding indicate availability for **breakfast**, lunch and/or reception

Tuesday, September 15, 2026 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, October 20, 2026- Lunch – **Tacos & Topics**

November 17, 2026 - When bidding indicate availability for breakfast, lunch and/or reception

Event SetUp:**Lunch**

Buffet or Plated (venue choice)

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

7:45 AM – 9:00 AM

Breakfast Reception Style

Networking

8:30 AM: Thank yous/Announcements

Reception

4:30 PM – 6:00 PM or 4:00 PM– 5:30 PM

Open Reception and Appetizers

Networking

4:30 PM Announcements

Decision Factors:

Sponsorship price should be at \$20 inclusive per person

Date and Time. 3rd Tuesday of the month

Need Complimentary AV or ability to bring in outside vendor at no charge

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

Sponsorship price should be at \$20 inclusive per person

NOTE ON THE HOLIDAY PARTY:

The holiday party is tentatively scheduled for Tuesday, December 15, 2026 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!

Please send proposal for all available dates by end of day October 3, 2025*****