



RFP for 2023 Monthly ASAE Meeting Hosting

Please send proposal for all available dates by end of day November 4, 2022

The monthly meetings are a chance for ASAE Executives and Associates/Partners to network and learn together in Little Rock. 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: In 2023, ASAE is exploring the option of having one breakfast or late afternoon reception per quarter. If you are open to hosting an event like this, please indicate when you bid*******

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, November 5th**

Event Information:

Meeting Space Only

Location must be in Little Rock and hosted by an ASAE Member

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 17, 2023 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, February 21, 2023 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, March 21, 2023- When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, April 18, 2023- When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, June 20, 2023 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, August 15, 2023- When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, September 19, 2023 - When bidding indicate availability for breakfast, lunch and/or reception

Tuesday, October 17, 2023- When bidding indicate availability for breakfast, lunch and/or reception

November 21 - 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

Must be hosted by a Current ASAE Member

Event must take place in Little Rock

Billing Information:

Direct Billing upon receipt of invoice

Concessions:

Complimentary AV (screen, projector, house sound)

Complimentary or reduced parking

NOTE ON THE HOLIDAY PARTY:

The holiday party is tentatively scheduled for Tuesday, December 19, 2023 by the committee. It is NOT INCLUDED in the monthly meeting RFP. Please email office@arksae.net

Thank you!