

# MINNESOTA RECREATION AND PARK ASSOCIATION ANNUAL GENERAL MEETING AND AWARDS LUNCHEON



## REQUEST FOR PROPOSALS

Minnesota Recreation and Park Association (MRPA) calls for **REQUEST FOR PROPOSALS** from MRPA member agencies interested in hosting the 2024 Annual General Meeting and Awards Luncheon. The event is scheduled to be held from 9 a.m. through 2:30 p.m. Friday, January 10, 2025.

The successful bid's venue must accommodate up to 200 participants. The day begins with our partner Minnesota Recreation and Park Foundation's (MRPF) Annual Meeting. The MRPA Annual General Meeting follows, with the Awards Luncheon held thereafter. One large banquet room is needed to host both the meeting and awards functions. A separate room for the meeting function is helpful, but not required. The day's tentative timeline includes:

- 9:30 to 10:15 a.m. .... MRPF Annual Meeting
- 10:30 to 11:15 a.m. .... MRPA Annual General Meeting
- 11:30 a.m. to 12:30 p.m. .... MRPA Awards Opening Comments and Luncheon
- 12:30 to 2:30 p.m. .... Awards Presentation

Please submit this two-page proposal form to MRPA by **Friday, December 1, 2023**. Member agencies may email completed proposals to:

Minnesota Recreation and Park Association  
Subject: AGM Proposal  
Email: [snider@mnrpa.org](mailto:snider@mnrpa.org)

MRPA will email you with a confirmation message that your proposal has been received. The Board of Directors will review the proposals during their upcoming meetings. The successful bidder will be contacted the following week after a decision is reached. Thank you for your consideration.

### AGENCY INFORMATION

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

# MINNESOTA RECREATION AND PARK ASSOCIATION ANNUAL GENERAL MEETING AND AWARDS LUNCHEON



## ANNUAL GENERAL MEETING AND AWARDS LUNCHEON

To be Held Friday, January 10, 2025

### PROPOSAL INFORMATION

- 1) Organization: \_\_\_\_\_
- 2) Venue Name: \_\_\_\_\_
- 3) Luncheon Seating Accommodates How Many? \_\_\_\_\_  
Is there also another room (seating for 30+) in which to hold the Foundation Annual Meeting? \_\_\_\_\_
- 4) Site Rental Cost: \_\_\_\_\_
- 5) Does this Venue have a Preferred Caterer(s)? \_\_\_\_\_  
If Yes, Please List: \_\_\_\_\_
- 6) Average Buffet Luncheon Cost per Person: \_\_\_\_\_  
Buffet menu would include 1 entree, and 1 each of the following: starch, vegetable, salad, bread, dessert, and beverage. Please include a sample menu with proposal.
- 7) Table Linens, China or Melmac Plates, and Silverware (non-paper and non-plastic) are Used During this Event.  
Are these items included within the proposal? \_\_\_\_\_  
If no, please list the additional cost for each:
  - Table Linens: \_\_\_\_\_
  - China or Melmac Plates and Silverware: \_\_\_\_\_
- 8) Is audio-visual equipment available at the venue (podium, microphone, screen)? \_\_\_\_\_  
Is the use of the audio-visual equipment included within the proposal? \_\_\_\_\_  
If no, please outline the additional cost for use of the equipment: \_\_\_\_\_
- 9) Any Other Event Costs Associated with this Venue: \_\_\_\_\_  
\_\_\_\_\_