



TRILLIUM

Wednesday, January 30, 2019

Dear Sir/Madam:

Here is an excellent opportunity to showcase your hospitality and service.

The **Canadian Society of Association Executives (CSAE) – Trillium Network** is inviting proposals from hotels and conference centres to host their Awards and Recognition Dinner and/or the Holiday Season Reception and Dinner.

When considering either of these events, please keep in mind the number of anticipated attendees and the amount of space that you have. Also, please ensure you have sufficient space for networking, as this is a very important component of our events. The information provided in your proposal should be detailed enough to provide the Event Team an accurate view of how the event would best suit your facility.

RFP Send-out Date: January 30, 2019

Proposal Submission Deadline: Thursday, February 21, 2019 at 5:00 p.m. EST

Decision Date: Within 3-4 weeks of submission deadline

Please submit a separate proposal for each event if you are bidding on both events.

An electronic copy of your proposal should be sent to:

Tracy Blyth
Executive Director
tracy@csae-trillium.com
Phone: 647-346-2723

Thank you for your time and consideration of this request. We look forward to hearing from you. Please note the successful applicant must be a member of CSAE or be prepared to join.

Regards,

Tracy Blyth
Executive Director

The CSAE Trillium reserves the right to refuse any proposal. The RFP should not be construed as a contract to purchase services. CSAE Trillium shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed. CSAE Trillium Executive Director has been authorized to sign any or all agreements on behalf of CSAE Trillium.

**REQUEST FOR PROPOSAL
VENUE HOST for**

**2019 AGM/AWARDS and RECOGNITION DINNER
and/or
2019 HOLIDAY SEASON RECEPTION AND DINNER**

Canadian Society of Association Executives – Trillium Network

Considered by many as Canada's "association of associations," the **Canadian Society of Association Executives** (CSAE) is the professional organization of the men and women who manage many of this country's most progressive associations, as well as those who supply the sector with essential products and services. Members fall into one of two categories. Executive members manage Canada's leading trade, professional, occupational, philanthropic, and single or common interest organizations. Business members are individuals representing organizations that offer services and products to the association community.

CSAE Trillium is CSAE's largest Network, with over 1,300 members (80% association executives, 20% business members). Much like the national organization, CSAE Trillium includes leaders from a variety of associations, as well as business leaders from a variety of organizations serving the association market. The Trillium Network is considered the voice for CSAE members in this region.

CSAE provides association executives with opportunities to establish new relationships, share ideas, and resolve issues in a collaborative, professional environment with colleagues. Business members supply new talents, business acumen, and fresh perspectives that enrich the entire membership. By providing much-needed services and products to the sector, they play an important role in establishing and maintaining a healthy, vibrant, and competitive association sector in Canada.

Partnership Benefits for the Host Venue

Some of the benefits of partnering for this event may include:

- Opportunity to address the audience and welcome them to your property (up to 2 minutes)
- Company logo on all CSAE Trillium Network promotional materials related to the event
- Opportunity to provide table gifts to the attendees
- Recognition as host of the networking reception
- Company logo profiled at event, in the newsletter, on the website
- Access to attendee list from sponsored event

DETAILS OF THE AGM/AWARDS and RECOGNITION DINNER

Date of Event: Wednesday, October 2, 2019 **OR** Thursday, October 3, 2019
Alternatively, the Wednesday, September 25th **OR** Thursday, September 26th are also doable
Theme: TBD

Tentative Agenda:

7:00 am	Room available for set up of AV and decor
4:30 pm – 5:15 pm	Annual General Meeting
5:30 pm – 6:30 pm	Networking Reception
6:30 pm – 9:30 pm	Awards and Recognition Dinner
9:00pm – 11:00pm	Tear Down

Each year, the CSAE Trillium Network recognizes outstanding Business and Executive members through an Awards and Recognition Program. This event is an opportunity for you to connect directly with the leadership of the CSAE Trillium Network; to celebrate volunteerism within the association community and to acknowledge the amazing efforts of a number of individuals receiving awards.

Recognition of Trillium Network's volunteers is an important part of this event and in particular attracts the outstanding leadership in the sector. This is an excellent opportunity for you to showcase your property and menu to the leaders in association management.

ROOM REQUIREMENTS

We require two separate rooms for the AGM and for the Awards and Recognition Dinner. It is best if these rooms are close in proximity to make it as easy as possible for the guests.

Annual General Update Meeting

1 Meeting room set up theatre style for approximately 90 members
Podium and Risers
2 six foot tables outside room for registration
1 six foot table inside room for materials
3 easels

Awards and Recognition Dinner

Rounds of 8 for up to 220 members (attendance last year was 185) (please indicate maximum capacity of room)
Stage (we will provide own podium)
2 six foot tables outside room for registration
4 easels
Additional room to allow committee to stuff gift bags etc.

Networking Reception

Area to accommodate 185-220 members with a minimum of 2 bars

AV REQUIREMENTS

CSAE Trillium Network has a partnership agreement with our preferred audio visual supplier who assumes responsibility for providing all AV requirements. Venue will need to provide riser but no podium.

FOOD AND BEVERAGE

CSAE Trillium Network has budgeted \$90.00 per person (taxes and gratuities included) for food and beverage requirements.

POSSIBLE CONCESSIONS TO INCLUDE IN YOUR PROPOSAL

- Venue to sponsor Networking Reception (hors d'oeuvres and beverage including host bar)
- Room Décor (including linens, chair covers, table centrepieces)
- Any additional power required
- Two bottles of wine per table for dinner

SITE VISIT (3 – 4 individuals)

The Awards and Recognition Event Planning Committee will review all submissions and form a shortlist. A site visit will be conducted at each of the finalist venues.

BID SUBMISSION

Please email proposal to Tracy Blyth, CAE, Executive Director, by Thursday, February 21, 2019 at 5:00 p.m. EST Email: tracy@csae-trillium.com

DETAILS OF THE HOLIDAY SEASON RECEPTION AND DINNER

Date of Event: Monday, Wednesday OR Thursday, December 2, 4, or 5, 2019

Theme: TBD

Tentative Agenda:

7:00 am	Room available for set up of AV and decor
4:45 pm – 6:00 pm	Reception/Networking and Fund Raising
6:00 pm – 9:00 pm	Dinner/Entertainment
9:45 pm – 11:00pm	Tear Down

The holiday season is a time for socializing with friends and colleagues and CSAE Trillium Network members are no exception. Each year, the CSAE Trillium Network hosts a Holiday Season Celebration that brings together both association executives as well as business members. This event is an opportunity for you to connect directly with association executive members of the CSAE Trillium Network in an informal and fun environment.

The focus of this event includes networking amongst colleagues and raising funds for the Network's Charity of Choice. We kick off the evening with a cocktail reception followed by a three-course dinner. History shows that this is bound to be a popular event.

This is an excellent opportunity for you to showcase your property and menu to the leadership in association management in a fun and interesting way.

ROOM REQUIREMENTS

Reception-Fundraiser & Networking:

- To hold 350-400 people and – 8 - 8 foot tables for display of the donated items for the fundraiser.
- Three bars to be placed in the area around the activity that will flow around the fundraiser.

Holiday Season Party Dinner:

- Rounds of 8 for 300-400 members (attendance last year was 340, and the year before was 330) (please indicate maximum capacity of room)
- Stage (we will provide own podium)
- 12 easels
- Additional room to allow committee to stuff gift bags etc.
- Green room for entertainment to use to get ready

THEME

Please include in your proposal a couple of suggested themes for the evening. Theming for the event is very important and should be of a fun nature. These have been the themes for the past few years:

2018 – The Greatest Show On Earth

2017 – 150H CANADA

2016 – A Winter's Night

2015 – Party Like a Rock Star

2014 – Sparkle & Shine - Motown

2013 – Glamour & Gatsby

2012 – Holiday Traditions Across Canada

2011 – GLEE

2010 – Dancing With the Stars – 70's Style

2009 – The Roaring 20's

2008 – Murder Mystery

AV REQUIREMENTS

CSAE Trillium Network has a partnership agreement with a preferred supplier who assumes responsibility for providing all AV requirements. Venue will need to provide risers.

FOOD AND BEVERAGE

CSAE Trillium Network has budgeted \$90.00 per person (taxes and gratuities included) for food and beverage requirements.

POSSIBLE CONCESSIONS TO INCLUDE IN YOUR PROPOSAL

- Venue to sponsor Networking Reception (hors d'oeuvres and beverage including host bar)
- Room Décor (including linens, chair covers, table centrepieces)

- Any additional power required
- Two bottles of wine per table for dinner

SITE VISIT (3 – 4 individuals)

The Holiday Season Event Planning Committee will review all submissions and form a shortlist. A site visit will be conducted at each of the finalist venues.

BID SUBMISSION

Please email proposal to Tracy Blyth, CAE, Executive Director, by Thursday, February 21, 2019 at 5:00 p.m. EST Email: tracy@csae-trillium.com