



MARINE CORPS LEAGUE  
MIDWEST DIVISION CONFERENCE RFP

Date: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Proposed Event Date(s): \_\_\_\_\_

### SECTION 1.0 - GROUP BIO

The Marine Corps League is a 501c4 (tax deductible) non-profit organization that perpetuates the traditions and spirit of All Marines, FMF Corpsmen, and FMF Chaplains who proudly wear or who have worn the Eagle, Globe, and Anchor of the Corps. The Marine Corps League is the only Congressionally Chartered Marine Corps-related Veterans' Service Organization in the Country. Today, the League boasts a membership of more than 60,000 men and women, officer and enlisted, Active Duty, Reserve, Honorably Discharged and Retired Marines, qualified Navy FMF Corpsmen, and qualified Navy FMF Chaplains.

### SECTION 2.0 - TIMING

The MCL Midwest Division Conference generally occurs in April and October annually. The event takes place on a Friday through Saturday schedule with a load-in on Thursday evening and Friday morning. We would like the Hotel and Convention Visitor's Bureau (CVB) to provide MCL with a list of dates and events that normally occur in these months so we may select dates that do not conflict with other major events in the area. It is very important to secure hotel accommodations when best possible rates are available. The host MCL Department believes they will have up to 100 attendees.

### SECTION 3.0 - SLEEPING ROOM REQUIREMENTS

As part of the proposal, the host hotel should be able to accommodate the room block requested.

Friday evening 35 rooms. Saturday evening 35 rooms, but not limited to before block date close.

The Hotel's proposal shall include Hotel Room rates excluding taxes are expected to be in the \$100 to \$135 per night range for one double bed or two double beds. The proposal shall make note if the MCL room rate includes perks (i.e., cocktails, internet access, parking). The final negotiated MCL rate for contracted host hotel shall be honored (1) day before and after the event dates.

## **The Proposal shall also note the following:**

1. Sleeping room rate must include complimentary breakfast, for each night registered through Sunday of event for two (2) attendees per room.
2. Hospitality Room with ability to bring in food and drinks.
3. Registration must include free parking.
4. Outline possibility for complimentary room(s) for invited VIP guests, Friday through Saturday.
5. List all room tax rates for each room separately.
6. **List available Handicap rooms available in the block of rooms reserved, minimum of (4) four.**
7. **List the number of rooms with a refrigerator or number available at no cost / medicine.**
8. Hotel should provide map of hotel including event space complimentary.

## **SECTION 4.0 - VENUE REQUIREMENTS**

The preferred venue for all MIDWEST Division activities is the host hotel.

1. MCL shall be allowed to furnish soft drinks, water, beer, and snacks for the hospitality suite.
2. Pet friendly hotel. Note: Some members will have service dogs at a minimum.
3. Hotel should have a bar and restaurant located at the hotel with other restaurant options available close by.
4. Host Hotel should have plenty of seating area in the lobby and outside.
5. Hotel should provide a Conference registration area. Hotel will provide tables with cloths, and chairs if hotel does not have "Registration Area." Additional tables will be needed for MCL use in registration area for display of merchandise complimentary.
6. All tables and chairs shall be provided complimentary for the MCL's use as desired.
7. Hotel to help with copies if additional copies are needed for meetings.
8. Hotel should have an app or program where Host Committee can monitor room usage and access group reports.
9. Hotel should provide host region a complimentary room to store supplies and use as space during the meet.

## **SECTION: 5.0 - FUNCTION DAY TIME, # OF PEOPLE, SEATING STYLE NOTES:**

1. Friday: 08:00AM – 04:00PM / **Registration Area** / Tables
2. Friday: 08:00AM – 11:00PM / **MCL Meeting Room, MODD Growl, Auction** / 100 people
  - Keyed Access, 1 key, room needs to be completely secured during off hours
  - Head table seats 12 people
  - AV Screen
  - Microphone
  - Internet connection / Dedicated DSL at a minimum required for POS System
  - Extension cords
  - No change over between meetings.
3. Friday: 08:00AM – 04:00PM / **MCL Auxiliary Mtg Room** / 30-40 people
  - Keyed Access, 1 key, room needs to be completely secured during off hours
  - Head table seats 6 people
4. Friday: 07:00AM – 11:00PM / **MCL Meeting Room /Auction** / 100 people
  - **CASH BAR / MCL Meeting Room, Auction / 2 Hours**
5. Friday: Note: Lunch on own
6. Saturday: 08:00AM – 10:00AM / **Registration Area** / Tables
7. Saturday: 08:00AM – 11:00AM / **Fallen Marine Remembrance Ceremony Area** / 100 people
8. Saturday: 08:00AM – 04:00PM / **MCL Auxiliary Mtg Room** / 30-40 people
  - Keyed Access, 1 key, room needs to be completely secured during off hours
9. Saturday: 08:00AM – 11:00PM / **MCL Meeting Room** / 100 people
  - Keyed Access, 1 key, room needs to be completely secured during off hours
  - Head table seats 12 people
  - AV Screen
  - Microphone
  - Internet connection / Dedicated DSL at a minimum required for POS System
  - Extension cords
  - No change over between meetings
10. Saturday: Note: Lunch on own
11. Saturday: 08:00AM – 11:00PM / **MCL Banquet** / 100 people
  - Change over to round tables with tablecloths / 100 people
  - Head table seats 12 people
  - Round tables / 8 people each
  - **CASH BAR / MCL Meeting Room / 2 Hours**

## SECTION 6.0 - PROPOSAL FORMAT

An electronic version should be provided and shall include all of the details requested. The following is a list of items expected to be covering the Hotel's detailed proposal:

1. Hotel is to provide in their proposal, the per person meal cost inclusive of service charges and tax for the Saturday evening banquet. Choice of meals for banquet must include two of the three (beef, chicken, & fish) and vegetarian. A cash bar before and during the banquet is desired. Hotel's proposal shall note any alcohol restrictions either venue or jurisdictionally imposed for the proposed venue(s). Dinner Pricing to be negotiated, client prefers less than \$50.00 inclusive of tax and gratuities or less.
2. Hotel's proposal shall include a list of provided complimentary accessories (i.e. podium, projector, internet access, etc.). If accessories will not be provided as complimentary, a list of "locked in" cost for the projector, projector screens, podium with microphone, stage, pipe and drapery, internet access, etc. shall be provided. Proposal shall include if there is or is not a penalty for MCL to use its own A/V equipment.
3. Hotel's proposal shall include a list of meeting spaces at the proposed venue listing rooms, size in SF, occupancy in various functional layouts (theatre, banquet, etc.).
4. Hotel's proposal shall include a site plan and floor plan for the proposed venue(s), if selected the MCL may need electronic copies of these to scale in PDF format.
5. Hotel's proposal shall include a map(s) locating the hotel and venue location(s) as well as top major attractions and proximity to the city and airport.

## SECTION 6.1- PROPOSAL QUESTIONS

Hotel's proposal shall answer the following questions:

1. Are there required food and beverage suppliers in any of the venues proposed?
2. **Are there food and beverage minimums at any of the venues proposed?**
3. **List all service charges**
4. Have the proposed venues hosted any other large Military events? Please list.
5. **What insurance requirements do the proposed venues have?**
6. Will there be any other activities taking place at the proposed venues?
7. Does the host hotel have a restaurant or bar?
8. List any offsite dining facilities near the host hotel.

## **SECTION 7.0 - CONTACTS AND DEADLINES**

1. All proposals must be submitted in electronic format. Site visits will be prior to signing the event agreement.
2. Provide a deposit schedule with dates and amounts.

## **SECTION 8. – ADDITIONAL SPACE REQUIREMENTS**

1. MCL Auxiliary breakout room in close proximity to the large MCL meeting room.
2. Meeting room for the Auxiliary needs to have head tables with skirting, six chairs and a podium. A small 4-top table in front for the Bible and Altar Cloth. One long table at the back of the room for handouts and reports.