

Stratacomm All Agency Meeting - Request for Proposal

Event Overview

Event Name	Stratacomm All Agency Meeting
Date and Time	First option: May 16-18, 2023 Second option: May 23-25, 2023 Open to alternatives in early June
Event Host Organization	Stratacomm
Expected Number of Attendees	60-70 attendees
Event Overview	Stratacomm will be hosting a three-day meeting to discuss provide business updates and professional development to full staff.

Contact Information

Key Contact Person	Kristin Tyll, Managing Partner
E-mail Address	ktyll@stratacomm.net
Mobile Phone Number	248-890-9156
Event Organizer/Host Organization Billing Address	Stratacomm LLC 1200 G St NW, Suite 350 Washington, DC 20005

Location & Facility Requirements

Location Requirements	Main room (60-70), plus up a possible breakout room (20-30)
Food/Beverage	Please include quote / options for the following: <ul style="list-style-type: none">• Hot lunch buffet (Day 1)• Afternoon snack break (Day 1)• Hot breakfast buffet (Day 2 & 3)• Boxed lunch (Day 2)• 2 hour bar service + hot / cold hors d'oeuvres (Day 2)• Coffee / tea / water / soda service<ul style="list-style-type: none">○ All afternoon Day 1○ All day Day 2○ All morning Day 3

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<p>Other Location Requirements</p>	<p>Wi-Fi Please note if this is included or if it needs to be paid for separately. If the latter, what would be the cost to have unlimited Wi-Fi for attendees?</p> <p>Seating Preference/Setup Main room preferred set-up school room or banquet style; breakout can banquet</p> <p>AV/Staging Requirements Main Room</p> <ul style="list-style-type: none"> • Microphones—please include cost for handheld mics and lavaliers • Presentation screens and clicker will be needed <p>Breakout Rooms</p> <ul style="list-style-type: none"> • Presentation screens and clicker will be needed
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Draft Agenda

Set-up for all rooms except cocktail reception: School Room or Banquet

Set-up for cocktail reception: Cocktail

Time	Activity	Guests
All Day	Guests will be checking-in throughout the day	
12:00-1:00 PM	Lunch available @ Main Room	60-70
1:00-5:00 PM	Half Day – Meeting @ Main Room	60-70
Wed., May 17		
8:00-9:00 AM	Breakfast available @ Main Room	60-70
9:00-9:30 AM	Meeting @ Main Room	60-70
9:30-9:45 AM	Break	
9:45 AM-12:30 PM	Meeting @ Main Room and / or Main Room + Breakout	60-70 (together then divided in half)
12:30-4:00 PM	Working Break @ Main Room Available to Staff	60-70
4:00-5:00 PM	Break (room flip?)	
5:00-7:00 PM	Possible Cocktail Reception	60-70
Thursday, May 18		
8:00-9:00 AM	Breakfast available @ Main Room	60-70
9:00-9:30 AM	Meeting @ Main Room	60-70
9:30-9:45 AM	Break	
9:45 AM-12:00 PM	Meeting @ Main Room and / or Main Room + Breakout	60-70 (together then divided in half)
12:00-12:30 PM	Closing Remarks @ Main Room	60-70

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Proposal Specifications

The RFP issuer expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

Please include the following in proposal:

- A/V Kit/Quote for the Facility
- Insurance Requirements
- Exclusive and/or Preferred Vendor List
- Price Lists
 - Internet Access
 - Shipping & Receiving
 - Cleaning/Trash Removal Policies
 - Gratuities Policy
 - Deposit/Cancellation Policies

Questions

Direct all questions and requests for additional information regarding this RFP to the contact person designated in Section I (Contact Information).

Decision Making Process

Final Decision Maker: Stratacomm

There will be a preliminary cut with a second review of finalists: Yes

Timeline

- RFP Distribution Date: 1/12/2023
- Proposal Due Date and Time: 1/24/2023
- Preliminary Cut Date: 1/31/2023
- Decision Date: 2/15/2023
- Approximate Date of Site Inspection: TBD

Decision Notification Method: Via Email

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