**Venue RFP**

**Event name:** ICING Women’s Event

**Contact name:** Morgan Whitehead

**Contact title:** Event Coordinator

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**Who we are:**

Terri Savelle Foy Ministries is a Christian non-profit organization/church based out of Rockwall, TX. Our purpose is to teach people how to make their dreams bigger than their memories and fulfill God’s assignment on their lives.

##### What is ICING?

##### ICING Women’s Event is a conference with motivational teaching, fun, worship, and other surprises. Since 2010, ICING has been the conference to ignite dreams and goals in women from all over the world as they get the biblical tools they need to pursue their God-given purpose.

**Dates venue required:** Below are the potential dates that we are looking at for our event.

* April 9-10, 2021
* April 16-17, 2021
* April 23-24, 2021
* June 25-26, 2021
* November 5-6, 2021
* November 12-13, 2021

**Expected number of people in attendance:** 400-600

**Requirements:**

**Venue**

* Theatre or arena style auditorium that seats at least 400-900 people.
* Large meeting room for a pre-event and after event meet and greet.
* Large lobby/area for our resource sales tables. At a minimum, we are looking for 2,500 ft2 and above.
* 4+ Changing rooms for our speakers and band.
* Use of a kitchen (preferable).
* Use of a Green Room, where our staff can go for breaks.
* Easy access to parking.
* Hotels nearby.
* Restaurants nearby.
* Location that’s easily accessible to the airport would be preferable (within 20 minutes ideally).

**Hotel requirements:**

We are looking for 3-5 hotels that we can recommend to our attendees. We would be glad to lock in some special rates for our attendees. Ideally, we are looking for the following:

* 5 nights for Thursday, 10+ nights for Friday night, and 5 for Saturday (per hotel).
* Block bookings/contracts with no attrition or guaranteed guest amount.
* 3\*+ hotels in a safe area. With a preference more on 4-5\* hotels, but we would like to provide our guests with options to match all budgets.
* Price range somewhere between $85-$225 per night.
	+ A big plus would be for breakfast and parking to be included.
* Shuttle buses to and from the airport and ICING Venue would also be helpful.

**Ticketing**

We use Brushfire for our event ticket sales and are not looking to use any other sales platforms at this time.

**Merchandise**

As we are a non-profit organization/church, we request that we keep all revenue from merchandise sales.

**Concession Stands**

Concessions stands would be great, but not a requirement. However, if there are no concessions stands, it would be great to have restaurants located nearby.

**Other requirements**

ICING is known for cupcakes (lots of cupcakes) and it wouldn’t be ICING without them. So it’s very important that we have the option to hand them out to our attendees during our event. We are looking for a venue that will allow this, with no buyout fee attached.