



Request For Proposal

Fellowship of Grace Brethren Churches National Conference

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The annual conference of the Fellowship of Grace Brethren churches (www.fgbc.org) is for 400-500 people, many with families. The conference includes 4 kinds of events: plenary sessions which are like a contemporary worship service, 5-6 sponsored meals (breakfast and/or lunch and possibly some dinners) for up to 250 people, childcare for 50-75 children infant through 8th grade and misc breakouts. The conference starts with an evening event on the day of check-in, covers 3 full days and ends with a lunch event the day of check-out. Conference attendees self-register for their rooms and purchase tickets for individual meals. We are currently looking for venues in 2016, 2017 and 2018. We are targeting Toronto for 2016 but have not secured a location yet (as of 10/22/2014)

- 2016 - Any 4 night, 5 day block July 13 and July 24 in or near Toronto, Canada
- 2017 - Any 4 night, 5 day block July 25 and August 4
- 2018 - Any 4 night, 5 day block July 13 and July 22

Lodging Room block:

Night before	30	Night #3	200
Night #1	200	Night #4	150
Night #2	200		

Rate: We prefer a rate that is \$125 or less. Please identify your parking rate(if any) and tax rate in your proposals.

Meeting space:

Plenary Sessions	500 people plus a 24' x 32' (approx) stage set theater	6,000 sf or more, high ceiling (16'+) and not a narrow room.	24 hour hold on all days of our conference plus a day before for setup
Meals	100-250 people at rounds plus a small riser and podium	Small stage, typically happens immediately following a plenary session.	Breakfast and or lunch each day. Possibly a dinner or two. Price expectations are \$16-\$20 for breakfast, \$20-\$25 for lunch and \$25-\$35 for dinner (inclusive)
Childcare	50-75 children – infant through 8 th grade	1 room of 2,000 sf, 4 rooms of 400 - 600 sf	24 hour hold on all days
Breakouts	2 rooms that seat 100-150 plus 10-15 small breakouts for 20-30 people		10:00 - 12:30 AM 2:30 - 5:30 PM
Exhibits and Registration	30 each, 8' or 6' tables	Lobby area near the plenary or luncheon session space.	24 hour hold- Move in the morning of Day 1, Move out the afternoon/evening of Day
Misc	Office space		

Food and Beverage: We can commit to \$15k but will likely spend more on F&B. Meals are not included in the cost of registration. Attendees purchase meal tickets as an individual option.

Last year(2014) we had this type of success with our catered meal program:

- Breakfast tickets sold 500 @\$25 each (Inclusive of Tax and Gratuity).
- Lunch Tickets sold 550 @ \$28 each (Inclusive of Tax and Gratuity).
- Dinner Tickets sold 250 @ \$35 each, (Inclusive of Tax and Gratuity).

Desired Comps:

1. 1 Free suite room for the FGBC Executive Director for 6 nights
2. 1 comp night for every 40 paid nights
3. Rates available 3 days pre and post
4. Comp Parking and Wifi
5. 2 Free rooms for FGBC Coordinator and Conference Coordinator for 6 nights
6. Custom Menus (affordable breakfast options at \$10 per adult \$8 per child, lunch options at \$15 per adult, \$8 per child, dinner options at \$20 per adult, \$12 per child)

Valued Features (would provide a competitive "edge"):

1. Outdoor family friendly pool.
2. Good gathering space.
3. Access to public transportation.
4. Access to low-cost excursions for children.

Next Steps:

- For 2016 - We are currently considering options for 2016. We hope to conduct site visits in November or December 2014 and make a decision by December 31, 2014.
- For 2017 - We would like to have some options in hand by June 1, 2015 and do site visits in August 2015.

Past Conferences:

1. Renaissance Esmeralda, Indian Wells (July 28 - August 1, 2012)
2. Buckhead Marriott, Atlanta (July 26 - 31, 2013)
3. Omni Shoreham Hotel, Washington D.C. (July 17 - 212014)

Typical Schedule:

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| 1. Prior Day | d. 12:30 - Luncheon (250) |
| a. Set up in the main meeting room | e. 2:30 - Breakouts |
| 2. Day 1 | f. 5:00 - Dinner (100) |
| a. Rehearsal | g. 7:00 - Plenary Session (500) |
| b. 7:00 PM - 1st Plenary Session (500) | h. 9:00 - Late night event |
| 3. Day 2 and Day 3 | 4. Day 4 |
| a. 7:30 - Breakfast (125) | a. 7:30 - Breakfast (125) |
| b. 9:30 - Plenary Session (500) | b. 9:30 - Plenary Session (500) |
| c. 11:00 - Breakouts | c. 12:30 - Luncheon (250) |