



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 10 breakouts (for 20-50 people). The conference starts with an evening event on the day of check-in, covers 4 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.

- 2017 - Any 5 night, 4 day block between July 23 and August 7. Location TBD

Lodging Room block:

Night before	30	Night #5	150
Night #1	200		
Night #2	200		
Night #3	200		
Night #4	200		

Rate: We prefer a rate that is \$135 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 @ \$40 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:

- We hope to conduct site visits in January/February 2016 and make a decision by May, 2016.

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 - 21, 2014)
4. Marriott Newark Liberty (July 23-26, 2015)

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 and Day 4 | 4. Day 5 |
| 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) |