



*To enhance and promote the expertise of government meeting professionals.*

April 24, 2024

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On behalf of the Board Members and the Annual Retreat Planning Committee Members, we invite you to submit an RFPs to host the SGMP La Chapter Annual Conference and Award Luncheon meeting on November 27 & 28, 2024 or December 4 & 5, 2024. Please submit RFPs by the deadline of June 14<sup>th</sup> for consideration.

In addition, we are seeking sponsors for the Annual Chapter Conference and Award Luncheon. The sponsorships are very reasonable and range from \$100 to \$500. Learn more here ([Become a Sponsor](#)) about the benefits of the return on your investment as a sponsor of the Annual Chapter Conference.

RFP Specs for SGMP La Chapter Annual Award Luncheon and Education Conference

Target Dates: December 4 & 5 or December 11 & 12

Day 1

10 am to Noon

Board Meeting – round table with seating for 8

Coffee and water service, no AV needed

1 pm to 4 pm

1 pm to 1:45 pm Member meeting round tables with seating for 20 people

Coffee and water service

2 pm to 4 pm - Speaker table in front with seating for 2 people, AV table, round tables with seating for 20 people

SGMP La will provide projector and laptop, but we will need screen and AV table, lapel mic, if possible we would like the AV to be complimentary

SGMP LA Chapter  
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Coffee and water service

5 – 5:30 pm Reception for 20 people, open bar with snacks

5:30 pm to 7:30 pm Holiday Dinner for 20 people with holiday gift exchange game

Day 2

9 to 10 am - Breakfast for 20 people

10 am to 12 pm – rounds for 20 people with screen, AV table and speaker table (2 chairs) in front of room, lapel mic

12 pm to 1:30 pm – Award Lunch rounds for 20 people with lunch, coffee, water, and tea service, need screen, AV table, and we will provide a laptop and projector, lapel mic

The Board Members and Retreat Planning Committee members will review the RFPs and decide at the June 26<sup>th</sup> SGMP La Chapter Board Retreat. If you have any questions, please let me know.

Thank you for your time and attention,

*Sharon Delvisco*

Dr. Sharon Delvisco  
President, Louisiana SGMP