



WASHINGTON SOCIETY OF ASSOCIATION EXECUTIVES

Request for Proposal: 2021 & 2022 WSAE Convention

DEADLINE TO SUBMIT PROPOSAL: Monday, July 1, 2019

Submit to brit@wsaenet.org

Contact:

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Washington Society of Association Executives
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WSAE strives to provide the most complete education and networking experience available in Washington to not-for-profit organization professionals.



The Washington Society of Association Executives (WSAE) is the "association of associations" in Washington State. WSAE represents more than 225 association executives, staff specialists, and industry partners.

Established in 1968, WSAE has a long history of serving our members. Today, we are the premier source for advancing knowledge, facilitating interchange of expertise and experience, and assisting with the career progression of members in Washington's association management community. We are a learning community of association management professionals passionately supporting and encouraging each other to grow.

Only complete & thorough bids will be reviewed, and only WSAE-member properties will be considered. All proposals are due by July 1, 2019. The WSAE Board will review and consider at the July 15-16 retreat. Below are the details on which to base your proposal—note, however, that the actual conference program may be somewhat different.

PROGRAM HOST BENEFITS:

- Spotlight on your meeting facilities.
- Host name and logo recognition in promotional/marketing materials.
- Host introduced at program and given brief presentation opportunity.
- Complimentary registration for a host representative for the program.

RECENT HISTORY:

June 10-12, 2020, Suquamish Clearwater Resort Casino, Suquamish, WA
June 10-12, 2019, Hilton, Vancouver, WA
June 6-8, 2018 – Yakima Convention Center, Yakima, WA
May 31 – June 2, 2017 – Semiahmoo, Blaine, WA
June 2016 – Northern Quest Resort Casino, Airway Heights, WA
June 2015 – The Tulalip Resort Casino, Marysville, WA



www.wsaenet.org

Membership: jen@wsaenet.org | Toll free: (886) 230-3014 | Mail: 1401 Marvin Rd. NE, STE 307 #172, Lacey, WA 98516

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PREFERRED MEETING DATES:

Late May or early June, Weds – Friday schedule



EVENT REQUIREMENTS:

1. Complimentary meeting space is required.
2. Complimentary audio/visual is required (handheld wireless microphone, screen, and A/V table/cart with extension cord & power strip.
3. Food and beverage billed at flat rate per full convention registration \$150 inclusive of tax & gratuity. (Weds After Hours Social to be billed direct to sponsor separately)
4. Direct billing of appropriate charges required.

PROPOSAL SHOULD INCLUDE:

1. Dates that you are available to meet the above specifications.
2. Room block: (preferred) Tues 10; Wednesday 90; Thursday 90; Friday 2
3. Sleeping room rates (Single/Double)
4. Food and beverage billed at \$150 per full convention registration inclusive of tax & gratuity.
5. Meeting room charges, if any.
6. Complimentary rooms offered. (1 per 25 is requested)
7. Special requests:
 - a. Upgrade for WSAE board members, approximately 10
 - b. Complimentary room 2 nights for the president
 - c. Additional discounted room rate for staff and speakers
 - d. Complimentary Wi-Fi
 - e. Complimentary or discounted parking if applicable
8. Any special offers. (e.g., upgrades, discounts, event sponsorships, etc.)
9. Suggested activities on property or close by.
10. List any additional areas of support you will provide for the convention.



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Day 1

Morning	9-hole GOLF tournament – approx. 20 golfers
12:00 pm - 5:00 pm	Pre-convention Deep Dive, rounds for 20
3:30 pm – 4:30 pm	Associate member summit, rounds for 30
5:30 pm – 6:00 pm	Past president reception, social for 10
6:00 pm – 6:30 pm	Execs First Timers Reception, social for 20
6:30 pm - 8:30 pm	Welcome Reception, 25 display tables and social for 100
8:30 pm - 10:00 pm	After Hours social! On site or nearby.

Day 2

7:30 am - 8:30 am	Breakfast - 100 rounds
8:00 am – 4:00 pm	Meeting Lounge Open
8:30 am – 9:30 am	Opening welcome & Keynote
9:45 am - 10:45 am	Sessions - 4 breakouts, classroom or rounds (30 per)
11:00 am - 12:00 pm	Sessions - 4 breakouts, classroom or rounds (30 per)
12:00 pm - 1:30 pm	Business Lunch & Awards Program, 100 rounds
1:30pm - 2:30 pm	Sessions - 4 breakouts, classroom or rounds (30 per)
2:45 pm - 3:45 pm	Sessions - 4 breakouts, classroom or rounds (30 per)
4:00 pm – 5:00 pm	Mixer & silent auction
5:30 pm	Off-site dinner

Day 3

7:00 am – 8:00 am	Coffee and grab and go type food
8:00 am – 12:00 pm	Meeting Lounge Open
8:30 am - 9:30 am	Sessions - 4 breakouts, classroom or rounds (30 per)
9:45 am - 10:45 am	Sessions - 4 breakouts, classroom or rounds (30 per)
10:45 am - 12:15 pm	Brunch/Closing Keynote - 100 rounds



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