



Saint Louis Attractions Association

2650 S. Hanley Rd., Ste. 100, St. Louis, MO 63144
Phone: (314) 416-2233 | Facsimile: (314) 845-1891
www.stlattractions.org | info@stlattractions.org

REQUEST FOR PROPOSAL 2020 Membership Meetings

About SLAA:

The Saint Louis Attractions Association is a not-for-profit organization formed in 1987 to exchange ideas, methods, and information pertaining to all aspects of the operation and administration of an attraction and its impact on the tourism industry.

Active members represent attractions, lodging facilities, tour companies, transportation companies, caterers, receptive operators, visitor publications, destination marketing organizations, special events planners, restaurants, and shopping areas from throughout the Saint Louis region.

RFP Objective:

SLAA seeks to identify members who would like to host the organization's bi-monthly membership meetings for the upcoming year. We are seeking members interesting in showcasing their attraction or facility/venue.

Host Benefits:

Members who host a bi-monthly meeting will receive:

- Ability to showcase attraction or facility/venue to SLAA membership
- Recognition in the bi-monthly SLAA newsletter
- Recognition at the meeting by the SLAA president, along with the opportunity to have a representative from the host organization speak to the meeting attendees
- Opportunity to display promotional materials at the registration table
- Opportunity to provide tours or attraction/venue to meeting attendees (not required)

Meeting Requirements:

- Inclusive menu price of \$17.00-\$19.00 per person*
- One (1) waived meal cost for the speaker
- Waived room rental (where applicable)
- Waived audio-visual charges (where applicable)
- Complimentary or discounted self-parking
- Space for the SLAA Board of Directors (maximum of 14 people) to meet prior to the lunch meeting. This space can be in the same meeting room as the luncheon if necessary.

**Should a member who does not have an in-house caterer wish to host a meeting, SLAA is happy to work with a caterer from the facility's approved list as long as the caterer is able to work within our budget parameters. First preference should be given to caterers who are members of SLAA.*



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Set-up Requirements:

- Rounds of (8) or (10) OR Crescent Rounds of (5) or (6). We are open to other seating arrangements if the layout of your venue dictates it.
- Podium and microphone (additional microphone for audience Q&A is preferred)
- LCD projector and screen
- (2) 6ft. or 8ft. tables at entrance to room for registration and meeting sponsor

Typical Program Schedule:

Time	Type of Activity
9:00 a.m. – 11:00 a.m.	Board Meeting
11:00 a.m. – 11:30 a.m.	Registration & Networking
11:30 a.m. – 12:00 p.m.	Welcome & Lunch Service
12:00 p.m. – 1:00 p.m.	Speaker/Presentation
1:00 p.m. – 1:15 p.m.	Meeting Wrap-Up/Announcements

Future Meeting Dates:

Date	Est. Attendance	Note
Wednesday, January 15, 2020	70-90	
Wednesday, March 18, 2020	70-90	
Wednesday, May 20, 2020	70-90	Spirit of St. Louis Awards & Scholarship Presentation
Wednesday, July 15, 2020	70-90	
Wednesday, September 16, 2020	70-90	
Wednesday, November 18, 2020	70-90	Silent Auction** & Board Installation

***The SLAA Silent Auction is held each November and is the primary fundraiser for the SLAA Carole Moody Scholarship, our collegiate scholarship program. Set-up requirements for this meeting differ from the normal bi-monthly meeting. In addition to attendee tables, we will need a minimum of (12) 6ft. or 8ft. skirted tables for auction items, as well as secure space to prepare and store auction items the day prior to the auction and/or the morning of the event. SLAA does not need space for a board meeting at the November meeting.*

RFP Response:

- Should more than one venue request the same date, primary consideration will be given to the response form received first. **Please submit response form by September 30, 2019.**
- SLAA members are given first opportunity to host all membership meetings. Should there be a meeting date without a SLAA member wishing to host, the SLAA Programs Committee may look outside the membership for a meeting location.
- Questions? Please contact the SLAA office at (314) 416-2233 or slaa@qabs.com.

[Click here to submit your proposal online.](#)