

# FY'22 EITA GENERAL MEMBERSHIP MEETINGS

## REQUEST FOR PROPOSAL



### OVERVIEW

Eastern Iowa Tourism Association is seeking member organizations to host General Membership Meetings in FY'22. Unique locations are encouraged and welcomed. This is a great opportunity for you to showcase your community, county, or specific venue.

The FY'22 available meeting dates are:

- September 1, 2021
- January 5, 2022
- May 4, 2022
- Note:
  - The Annual Meeting is tentatively scheduled for July 6, 2022. The date & location will be determined by the EITA President

**\*Occasionally, due to other industry meetings or speaker availability the above dates could be slightly altered or paired with Industry events and gatherings.**

### ABOUT

Eastern Iowa Tourism Association (EITA) is a non-profit organization representing over 220 members with a territory base of the Eastern 28 counties. EITA currently coordinates five General Membership Meetings per year with the Annual Meeting being held in the county of the current President. These meetings include an education session, business meeting, and luncheon.

The meeting site **must be a member of EITA and within a county in good standing**. The Executive Committee may approve an exception, if the hosting county wishes to hold a meeting at a non-profit location.

### SUBMISSIONS REQUIREMENTS

Completed proposals are due **July 30, 2021**. Incomplete submissions may be ruled invalid. Details, dates, cost, and menu are required in the cover letter. We request you do not submit your entire meeting guide or catering menu, but a few examples of how you would like to best represent your venue.

Please submit proposals to:

Eastern Iowa Tourism Association

PO Box 189

Dyersville, IA 52040

[eita@easterniowatourism.org](mailto:eita@easterniowatourism.org)

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### PROPOSALS MUST INCLUDE THE FOLLOWING SECTIONS

#### **Meeting Site/Pre-Registration**

- If there are any AV limitations, please note that as the committee prepares for our sessions and speakers in advance.
- Provide a description of the meeting room and capacity. The meeting room must be free of charge and accommodate 75-90 people comfortably. The meeting site needs to be available from 9:00 AM to 2:00 PM and be well ventilated and lighted. The room should be set-up with round tables or banquet style seating, with tables set for 8-10 people. Also, an additional head table that seats 12 will be needed for the business meeting.
- Provide a hosting site staff person or volunteer throughout the day to assist.
- Provide a microphone, AV, lectern/podium at the head table free of charge. Please note limitations if they exist.
- Host is welcome to provide a five-minute welcome by local dignitaries.
- Provide pitchers of water throughout the education session, business meeting, and luncheon.

#### **Registration**

- Provide an 8'-10' registration table and small waste basket. An EITA staff person will be available to perform the registration and collect fees.
- Provide an 8'-10' table for attendee's brochure exchange.
- The meeting host or the featured community will need to provide complimentary refreshments during registration.

#### **Lunch**

- Provide proposed lunch menu with pricing. The price of lunch should not exceed \$15 per person including tax and gratuity. Lunch may be buffet, hand-served, or family-style.

#### **AV Needs**

- Provide the cost of AV equipment, if charges apply.
- Overhead, visuals, and screens. Please note limitations if they exist.

#### **Other Requirements**

- Site tours should be free or by donation only.
- All EITA meetings are smoke free.

**THANK YOU FOR SUBMITTING A PROPOSAL TO HOST A FY'22 EITA GENERAL MEMBERSHIP MEETING,  
WE LOOK FORWARD TO REVIEWING YOUR PROPOSAL WITH OUR SELECTION COMMITTEE!**