



## Greater Oklahoma City Chamber Host Venue RFP

For more than a century, the Greater Oklahoma City Chamber has been the voice of business and the visionary organization in Oklahoma City. As the state's largest coalition of businesses, the Chamber focuses on growing Oklahoma City's economy and making this community a better place to live, work and play.

**The Chamber is seeking event host sponsors for a variety of upcoming events for the remainder of 2021 and beyond into 2022.** We invite Chamber members who have meeting or banquet facilities to provide proposals on the events noted in Appendix A. Host sponsorships allow you to open your company's doors to a built-in audience of connected business professionals.

The venue must agree to reduce the final bill by a mutually agreed upon value as an in-kind sponsorship. In turn, the Chamber will recognize and promote the venue as the official Host Sponsor of the event(s).

Host Sponsors receive varying benefits depending on the individual event, but most will align with the following:

- Opportunity to showcase your venue to Chamber members
- Recognized in Chamber newsletter, websites and invitation
- Opportunity to provide two-minute remarks at the podium
- Opportunity to provide company literature or promo items
- Recognized on event screens/signage/printed programs, as applicable (logo)

If the Chamber and venue decide further discussion is warranted, the Chamber will itemize in writing all sponsor benefits for each event the venue is interested in hosting.

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## Proposal Content

Greater OKC Chamber requires a comprehensive proposal from respondents to this RFP by Wednesday, July 21. The proposal should address the following:

1. Which of the listed events is your venue interested in hosting? (Check all that apply.)
  - Joint Board Meetings
  - Casual Networking Event
  - MegaMixer (formerly MegaLunch)
  - Ambassador Meetings
  - Find Your OKC Reception
  - News Bureau Meetings

Based on the selections above and the requirements noted on Appendix A, please provide the following information:

2. Please provide venue capacities under a variety of room setups, particularly, the room setups noted on your preferred events. Sample room/table layouts or pictures will help us understand your meeting space(s).
3. Describe the guest parking situation at your venue. Onsite? Street? Combination? How many parking spaces are available for event attendees?
4. Does your venue have in-house audio-visual equipment? If so, provide detail on what equipment would be available to us.
5. Does your venue have exclusive in-house catering? Please provide a banquet menu or sample menus with pricing noted.
  - a. If you allow outside catering or only provide the meeting space, do you have a preferred caterer list? Please provide the preferred caterer list.
6. Does your venue provide bar service? If not, would the Chamber be allowed to bring in an ABLE-licensed caterer to provide bar service?
7. If your venue has in-house bar service, would you be willing to provide the Chamber with a certificate of insurance showing you have a minimum of \$1 million in liquor liability coverage?
8. Does your venue have banquet rounds (60" or 72"), registration tables or classroom-style tables, chairs and standard linens available for our use? Would we have to rent any of these items from a third party?
9. Please provide any additional information that will help us understand what makes your venue unique.

## Timeline

All proposals should be submitted to the Greater OKC Chamber by **Wednesday, July 21**. The proposal should be sent to Meredith Manley at [mmanley@okcchamber.com](mailto:mmanley@okcchamber.com).

## Contact

Meredith Manley, CMP  
Director of Events, Greater Oklahoma City Chamber  
[mmanley@okcchamber.com](mailto:mmanley@okcchamber.com)  
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**Greater Oklahoma City Chamber  
Appendix A**

	<b>Joint Board of Directors/Board of Advisors Meetings</b>	<b>Casual Networking Event</b>	<b>MegaMixer (formerly MegaLunch)</b>	<b>Ambassador Meetings</b>	<b>Find Your OKC Reception</b>	<b>OKC News Bureau</b>
Event date(s)	Spring 2022 Fall 2022	Quarterly	Aug./Sept. 2021 Nov. 2021	Quarterly	Oct. or Nov. 2021	Quarterly
Event time	8:30 to 11:30 a.m.	4 to 6 p.m.	8 to 10 a.m. or 3:30 to 5:30 p.m.	Lunchtime or 4 to 6 p.m.	4 to 6 p.m.	Lunchtime or after work
Event description	Twice yearly updates on the Chamber's key initiatives	Come-and-go casual networking for Chamber member and future members	Fast-paced networking event where attendees promote their companies to each other with 90-second pitches	Come-and-go casual networking for Chamber Ambassadors	Make connections with like-minded professionals and strengthen your relationships in your new home.	Meeting of area PR professionals to talk / learn about current story ideas and new elements in OKC that may be newsworthy.
Approximate attendance	250	75-150	75-100	50-75	50-100	15-30
Target audience	Chamber's board of directors & board of advisors (high-level membership group)	All Chamber members, attracts front-line networkers	All Chamber members, attracts front-line networkers	Members of the Chamber's Ambassador volunteer group	New-to-market professionals	Area PR / Communications pros
Type of event	Meeting	Unstructured networking	Structured networking	Unstructured networking	Unstructured networking	Meeting / Networking
Event setup	Committee mtg: hollow square for 20; general session: banquet or crescent rounds	Stand-up mingling/bistro tables	Banquet rounds and open space for stand-up mingling	Banquet rounds for lunch event; Stand-up mingling/bistro tables for afternoon event	Stand-up mingling/bistro tables	Banquet rounds or other tables and open space for stand-up mingling
Registration area needed?	Yes	Yes	Yes	Yes	Yes	No
Food & beverage	coffee, hot tea, water, soda only	Heavy hors d'oeuvres	AM - continental breakfast; PM - heavy hors d'oeuvres	Lunch for direct purchase from venue; Heavy hors d'oeuvres for afternoon event	Heavy hors d'oeuvres	If lunchtime, light lunch; if after work, heavy hors d'oeuvres
Will alcohol be served?	No	Yes	Yes, if late afternoon	No for lunch; Yes for afternoon event	Yes	Yes, if after work
A/V requirements	Committee mtg: none; general session: Stage, lectern, screens, projector, sound system with 2-3 microphones	None	Screen(s), projector, sound system with one microphone	None	Sound system with one microphone	Screen(s), projector, sound system with one microphone