

[insert association logo]

Please Respond by [insert deadline date] to:

[insert contact information]

Association Overview

[insert history of association, mission statement, and overview of event]

Event Profile

Event Name: [insert name of event]

Event Start Date: [insert date]

Start Time: [insert time]

Event End Date: [insert date]

End Time: [insert time]

Event Objectives: [insert event objectives, goals, and why you are hosting the event]

Attendee Profile:

Expected Total Event Attendance: [insert total attendance]

Attendees will include [insert detailed demographics of attendees]. Also, association executives and staff will attend.

Event History:

Year	Venue Name	Location
[insert month year]	[insert venue/facility]	[insert city, state]
[insert month year]	[insert venue/facility]	[insert city, state]
[insert month year]	[insert venue/facility]	[insert city, state]
[insert month year]	[insert venue/facility]	[insert city, state]

Requirements

Location Requirements:

[insert specific and/or general location requirements]

Largest Function Space:

Set-up Type Required: [theater, classroom, banquet, etc.]

Minimum Capacity: [insert amount]

Function Breakdown:

Time	Function Type	PPL.	Setup/Service
8:00–5:00 pm	Registration	N/A	Tabletop or desk
8:00–9:00 am	Continental Breakfast	150 ppl.	Reception/Buffer
9:00–10:15 am	General Session	150 ppl.	Crescent Rounds or Classroom
10:15–10:30 am	Break	150 ppl.	Beverage Station

10:30 - 11:30am	General Session	150 ppl.	Crescent Rounds or Classroom
11:30 – 11:45 am	Break		
12:30 – 1:45 pm	Lunch w/ exhibitors	150 ppl.	Reception Style/Buffer Table top exhibits (25)
1:45 – 3:00pm	Consecutive Breakouts (3)	50 ppl. Each	Theater or Classroom
3:00 – 3:15 pm	Break		Beverage Station
3:15 – 4:30 pm	General Session	150 ppl.	Crescent Rounds or Classroom
4:30 – 6:00 pm	Reception	150 ppl.	Reception

Breakout Rooms:

Minimum Number Required Simultaneously: [insert number]

Minimum Capacity: [insert amount]

Set-up Type Required: [theater, classroom, banquet, etc.]

Exhibition Information:

[insert specifics if venue is providing tables and/or pipe & drape]

Special Requests:

[insert association name] is a member of the Oklahoma Society of Association Executives (OSAE). We prefer to Buy OSAE First in support and partnership with our Strategic Partners. Please distribute this to properties/venues that are current members of OSAE.