

About PCMA

The Professional Convention Management Association (PCMA) is the definitive authority in education, business networking and community engagement for leaders in the global meetings, convention and business events industry. With more than 6,500 members and 50,000 customers PCMA drives innovation through risk taking, research and data driven decision-making. The **PCMA Gulf States Chapter** serves more than 300 members throughout Texas, Louisiana, and Mississippi. Members are made up of approximately 50% planners and 50% suppliers.

Contact Information

PCMA Gulf States Chapter Program Co-Chair
 Nann Philips, CMP, CMM, DES
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Event Purpose & History

PCMA Gulf States Chapter is currently seeking venues to host its 2018 series of educational luncheons and networking events. Each event is expected to host approximately 40-50 attendees. Our goal is to provide compelling professional development opportunities and grow membership by combining quality educational offerings with networking activities and incredible venues to attract influential decision makers from all segments of the meetings & events industry.

Preferred Location

Most events will take place in Dallas, Texas, however we do plan to host networking events in Austin, Houston and other major population centers within the chapter.

Preferred Facility Type

We will consider a wide range of facilities who are willing to take this opportunity to showcase their meetings and events capability to event planners and industry peers. Facilities under consideration include:

- Hotel
- Resort
- Restaurant
- Conference Center
- Entertainment Venue
- Other Unique Venue

Event History

2018 Event Dates and Locations*

**As of 10/1/17, subject to change*

Wednesday, February 14	11:30 AM - 1:30 PM	Educational	Dallas
Wednesday, March 14	4:00 PM – 7:00 PM	Networking	Dallas
Wednesday, April 11	11:30 AM - 1:30 PM	Educational/Networking <i>*In conjunction with Global Meetings Industry Day</i>	Austin
Wednesday, May 9	4:00 PM – 7:00 PM	Mix 'N Bowl (fundraiser)	Dallas
Wednesday, June 6	11:30 AM - 1:30 PM	Educational	Dallas
Wednesday, July 11	4:00 PM – 7:00 PM	Networking	Dallas

Wednesday, August 8	11:30 AM - 1:30 PM	Educational	Dallas
Wednesday, September 12	4:00 PM – 7:00 PM	Networking	Houston
Wednesday, October 10	11:30 AM - 1:30 PM	Educational	Dallas
Wednesday, November 14	11:30 AM - 1:30 PM	Educational	Dallas
Wednesday, December 12	4:00 PM – 7:00 PM	Networking/Holiday Event	Dallas

F&B Requirements (educational events)

Menu may be plated or buffet, depending on program format, and should include, at minimum: Starter such as soup or salad, protein-based entree, dessert, iced tea, water & coffee service. This is a great opportunity to showcase your F&B capabilities.

F&B Requirements (networking events)

Selection of complimentary appetizers, discounted alcoholic drink pricing, complimentary sodas and ice water.

Audio/Visual Requirements (educational events)

Minimum requirements: Lavalier microphone, handheld microphone, 8-10’ screen, speakers or house sound, projector with connection to our laptop.

Parking (all events)

Almost all attendees will drive in. Complimentary self-parking is strongly preferred.

Host Venue Benefits

Host venues who meet our program budget requirements will enjoy the following benefits:

- Logo recognition on PCMA Gulf States Chapter website
- Logo recognition on PCMA Gulf States Chapter event marketing material
- Logo recognition on digital communications distributed to 300+ members throughout Texas, Louisiana and Mississippi
- Dedicated time to address guests
- Opportunity to conduct site tours

Program Budget

Host venues enjoy a full suite of sponsorship benefits (see above). For educational luncheons, the Chapter is budgeted up to \$25.00 per person inclusive (after service charge and tax). For networking events, all guests pay on their own, and the Chapter requests that event space rental is waived.

Decision Making Process

The Programs Committee will review and vet all proposals. Final decisions will be made by the Programs Committee Co-Chairs, in consultation with the Board of Directors.

RFP Responses

Reponses must include: 1) all available dates; 2) F&B pricing; 3) audio-visual pricing (if applicable); 4) capacity & floorplan; and 5) diagrams and/or photos of proposed meeting space.

Please submit all responses by email to the PCMA Gulf States Chapter Program Co-Chair:

Nann Philips, CMP, CMM, DES
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Interested in becoming a chapter sponsor? Contact us at gulfstates@pcma.org.