



1270 Caroline Street. NE, Ste. D120, #359, Atlanta, GA 30307
phone (404) 577-7850 web www.gsae.org

2027 Luncheon RFP

If you are interested in becoming one of our selected luncheon hosts, please complete the form below. We will showcase four locations in 2027 and are keeping our meeting day to the third Wednesday of each month. Preference is given to properties within a 40 mile radius of Midtown, Atlanta.

Email completed form to: GSAE Executive Director, Jewel Hazelton, MS IMC at jewel@gsae.org

We're primarily seeking properties/venues willing to fully sponsor our quarterly luncheons.

Benefits include:

- Exposure to association executives from around the State of Georgia. The majority of attendees work for an association, nonprofit or association management company
- Opportunity to showcase your venue on GSAE's website, *connections* Magazine, Monthly newsletter and social media platforms (LinkedIn and Facebook)
- Speaking time on stage to engage attendees. Five-minute introduction featuring property/venue highlights
- Hosted tours at the end of the luncheon
- Exhibit space/table for host in the prefunction space to greet attendees and hand out promotional materials
- Three complimentary registrations for venue staff. All names must be forwarded in advance of the program.
- Access to attendee mailing list

Sample Meeting Agenda:

10:30 am - 11:30 am: New Member Orientation

11:30 am -12:00 pm: Networking Reception

12:00 pm -1:30 pm: Luncheon with Lecturer

1:35 pm: Host Property Tour

Property Name	
Property Address	
Contact Name	
Contact Phone	

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Contact Email	
Property Website	

2027 Meeting Dates Available (please select 1st & 2nd date preference)
(Flexible if date changes)

Month/Date	1 st	2 nd
February 17, 2027	☐	☐
April 14 ,2027	☐	☐
July 21, 2027	☐	☐
September 15, 2027 (Abit Massey Lecture Series)	☐	☐
December 8, 2027 (Holiday Luncheon)	☐	☐

Setup/ Space Accommodations

- Crescent rounds (estimated 100-130 attendees) with complimentary tablecloths and napkins
- One (1) registration area with two-6-or-8-foot tables with (4) chairs and a wastebasket
- Provide a separate meeting space onsite for new member orientation (10-20 attendees)
- Three easels
- Outlets for laptop, printer and complimentary wireless high speed internet access
- Networking space for up to 125-150 held from 11:30 – 12:00
- Possible meeting space for a workshop before or after event

Meals/Catering

- Are you able to provide one of the following:
 - complimentary catering
 - a seated meal (salad, entrée, dessert, coffee, water, tea) at a rate of \$30.00 per person Non-Negotiable (Inclusive of tax, service fee, etc.)
 - GSAE does not pay a room rental fee.
- Meals for individuals with dietary restrictions
- Complimentary non-alcoholic beverages and water for attendees
- GSAE staff has the opportunity to review and select menu options

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Audio-Visual Requirements (complimentary)

- Podium
- Microphone
- Staging and pipe and drape (if available)
- Screens and projector
- Complimentary Wi-Fi access
- Ability to use outside A/V provider
- Workspace for A/V provider
- Be able accommodate the external AV set-up arrival time of 7:00 am or the day prior to the luncheon. If this contact is different from the planning contact, please provide that information

Additional Requirements

- One (1) night guest room for speaker/presenter
- Parking fee waived for attendees. If waived parking cannot be offered, please provide discounted parking costs

Things to Note:

- Each luncheon is unique. Upon receipt of this form, GSAE staff will send completed information
- For our July event, we expect up to 100 attendee

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