



### 2021 GSAE Quarterly Luncheon Hosting Proposal

The Georgia Society of Association Executives (GSAE) is seeking proposals for serving as the host property for future luncheons. The GSAE meeting is an opportunity for the host property to show case your facilities to GSAE members who do business in the metro Atlanta area. Hosting a luncheon allows the top association executives in Georgia to see what *your* property has to offer—especially ideal for those facilities that are new to our community or with recently completed renovations.

**\*\*Note: Due to the ongoing COVID-19 pandemic, the below specifications may change to ensure proper safety protocols and precautions are in effect. We appreciate your flexibility as we all navigate this new environment.\*\***

#### Quick Glance

The host property will receive:

- Reserved table in the networking area during registration
- The opportunity to place materials at each place setting, if safety allows
- Podium time at the end of the luncheon, including showing a video or other promotional bit
- Significant promotional exposure through your website link on our calendar, logo placement in *connections* magazine and in the *GSAE Update* e-newsletter, and preferred placement at the annual tradeshow
- Attendee mailing list for use following the luncheon

#### GSAE specifications:

- 170 - 210 attendees – the majority work for an association, nonprofit or association management company
- \$30 inclusive per attendee (salad, entrée, dessert, coffee, water, tea); GSAE does not pay a room rental fee
- Meeting space for up to 30 for new member orientation prior to the luncheon
- Networking space for up to 200, 11:30 – 12:00
- Possible meeting space for a workshop before or after event
- Each luncheon is unique. Upon receipt of this form, GSAE staff will send complete information.
- For our July event, we expect between 80-100 attendees\*

#### **2021 Luncheon Dates:**

- Feb. 17, 2021 – Space for participation fair -- BOOKED
- April 21, 2021 – BOOKED
- July 7, 2021 – Attendees closer to 120; perfect for a property that may not be able to host up to 200 - BOOKED
- Sept. 22, 2021 – Abit Massey Lecture Series & Luncheon
- Nov. 10, 2021 – Need 2-4 breakout rooms, 9:30 am – 3:00 pm
- Dec. 8, 2021 – Space for silent auction and wine toss event

There is no deadline for responses. Proposals will be considered as received.

**Yes, I would like to host an upcoming GSAE Luncheon.**

Date(s) of interest: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please fax this form to (404) 577-7870 or e-mail to [gsae@gsae.org](mailto:gsae@gsae.org). Thank you!**