Request for Proposal

Media Consortium/ Association of Alternative Newsmedia

August 19, 2014

**From:**

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**Meeting Description**

The Media Consortium (501c3) together with the Association of Alternative Newsmedia (501c6) will be holding a joint conference February 4-8, 2015 in San Francisco for approximately 300 editors, publishers, and media experts. We require meeting space and hotel rooms.

**Contractee:**

The Media Consortium (501c3), based in San Francisco, will sign this contract.

**Event Dates:**

February 4-7, 2015

**Room Block:**

Guests will be responsible for paying for their rooms with a few exceptions for speakers—we will provide you with those names, and with a credit card to hold speaker reservations. We would prefer to handle the room block via individual call-in/ website.

February 3 25 rooms

February 4 100 rooms

Feburary 5 150 rooms

February 6 150 rooms

February 7 50 rooms

Note: Strong preference for rooms with two beds on Feb 5 and Feb 6.

**Meeting Rooms:** (using “Theater” to refer to seating w/o tables)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Feb 4 | Theater (100) | Theater (60) | Boardroom | Exhibit Space (3000+ sqft) | Possible: Reception (150) |
| Feb 5 | Theater (250) | Theater (60) | Classroom **x3** (40) | Exhibit Space (3000+ sqft) |  |
| Feb 6 | Theater (250) | Theater (60) | Classroom **x3** (40) | Exhibit Space (3000+ sqft) |  |
| Feb 7 | Theater (100) | Theater (100) | Boardroom (20) |  |  |

**Food and Beverage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Feb 4 | Coffee (100) |  | Coffee (150) | Reception? |
| Feb 5 | Coffee (300) | Box Lunch (300) | Coffee (300) |  |
| Feb 6 | Coffee (300) | Box Lunch (300) | Coffee (300) |  |
| Feb 7 | Cofee (200) |  |  |  |

**Technology Requirements**

Projectors/Screens will be required in all rooms seating more than 40 individuals.

Audio (mikes, etc) will be required in all rooms seating more than 40 individuals.

Wifi must be excellent.

**Other Requirements**

We prefer to use facilities staffed by union workers. We will not cross strike lines.

Facilities must be accessible to the disabled.

**Budget**

**$40,000**