

Request for Proposal Host Venue for 2025 Women's Forum

www.wsae.org | info@wsae.org | 414-338-WSAE (9723)

Proposals due: August 15, 2024 to info@wsae.org

The Wisconsin Society of Association Executives (WSAE) is seeking venues and partners interested in hosting a 2025 event at greatly reduced rates for the association and attendees. A key programming goal in 2025 is for WSAE to conduct valuable, memorable events in a cost-effective way to help the organization stabilize and grow financial reserves to provide more great membership experiences and expanded benefits in future years.

Women's Forum

WSAE is seeking partnership opportunities from our Industry Partner members to host the 2025 Women's Forum. This event convenes WSAE members and non-members working in the association, non-profit and hospitality industries to share ideas, empower one another (especially women), celebrate individual and collective successes and ignite meaningful relationships. The event partner will receive sponsor recognition as host of the event in all marketing and social media promotions.

Preferred Dates and Locations

One day format on a Tuesday, Wednesday or Thursday in April 2025. Thirteen date options*: **April 1 | 2 | 8 | 9 | 10 | 15 | 16 | 17 | 22 | 23 | 24 | 29 | 30, 2025**

*Dates are dependent on large EDI event dates.

The majority of WSAE members are near the Madison and Milwaukee areas.

Food & Beverage

Food and beverage costs will be an important factor in the selection of a host location. WSAE strives to provide value-based programs and to keep registration fees in-line with each program to help cover overall expenses. Catering menus can be developed by the host (with WSAE approval) to meet our budget requirements.

Meeting Space & Audio/Visual (AV)

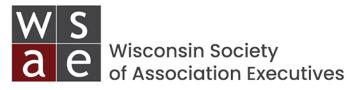
All meeting space and AV shall be provided complimentary. AV is dependent on each program but generally includes wifi, laptop(s), projector(s), screen(s), podium(s) with microphone(s), wireless lavaliere(s) and presentation remote(s).

Note: Times are not finalized and are subject to change.

Submission Requirements:

- Deadline for proposal submission August 15, 2024
- Method of response Electronic only to info@wsae.org

Schedule on next page.



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6737 W Washington St | Suite 4210 | Milwaukee, WI 53214 www.wsae.org | info@wsae.org | 414-338-WSAE (9723)

Single Day Event	Time	Requirements	
Registration	11:00 am – 11:30 am	Two skirted 6' tables with two chairs and wastebasket	
		located near or just outside general session room with	
		beverage station and easels for signage.	
Networking Lunch/Keynote	11:30 am – 1:00 pm	Crescent rounds for up to 100 attendees, head table for	
		up to 4. Screen, laptop, projector, stage, podium in front	
		of room with microphone, wireless lavaliere and presentation remote.	
ALA Classroom (tentative)	11:00 am – 4:15 pm	Separate room set crescent rounds of 5-7 for 30	
ALA Ciassiooni (tentative)	11.00 am = 4.15 pm	attendees, screen, laptop, projector, podium with	
		microphone and presentation remote.	
Break	TBD	Served in foyer of meeting room	
Breakout Room #1	1:15 pm – 3:00 pm	General Session Room repurposed as Breakout	
Breakout Room #2	1:15 pm – 3:00 pm	Separate room set classroom style for up to 50	
		attendees, screen, laptop, projector, podium with	
		microphone and presentation remote.	
Closing Session	3:15 pm – 4:15 pm	Existing set-up	
Networking Reception –	4:15 pm – 6:15 pm	Cocktail reception with appetizers hosted in separate	
Sponsored by venue or jointly		unique space. Mix of rounds and cocktail tables for up to	
Ford & Downson	An all inclusion for all an	150 attendees. Space available to set photo backdrop.	
Food & Beverage		d beverage package is required for breaks, lunch and	
		ner venue to sponsor the reception with an all-inclusive	
Sleeping Rooms	 package for evening food/beverage including alcoholic beverages. Up to 5 standard rooms on the evening before and 20 the night of event 		
Cleeping Rooms	•	Up to 3 complimentary rooms for staff and speakers.	
	'		
	responsible for all e		
Contract Terms	No attrition for guest rooms		
	No cancellation charges or a rebook clause		
	Complimentary meeting space		
	Waived or negotiated food & beverage minimum		
	Complimentary wifi		
	Complimentary AV in meeting space to include screen, laptop, projector,		
	microphones, presentation remote		