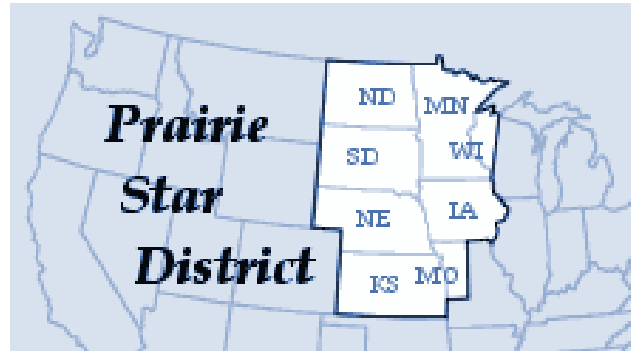


**Prairie Star District
Unitarian Universalist Association**

REQUEST FOR PROPOSALS

The Prairie Star District of the Unitarian Universalist Association will hold its 2012 annual meeting in the Minneapolis St Paul metropolitan area from April 13-15, 2012 and is requesting proposals from lodging and meeting properties to host the event.



Prairie Star District is one of 19 Districts of the Unitarian Universalist Association in the North America. It serves 59 Congregations in North Dakota, South Dakota, Minnesota, Iowa, Kansas, Nebraska, and parts of Missouri and Wisconsin plus another seven congregations in various stages of affiliation. It consists of about 9,300 members in local congregations and conducts this conference in April of each year. The conference consists of workshops, worship, speakers and a business meeting. A website further describing the District is found at <http://www.psdoua.org/Main/HomePage>

The host congregation for the 2012 Prairie Star District Annual Conference is the White Bear Unitarian Universalist Church located in Mahtomedi, MN. More information about the congregation is available at <http://www.whitebearunitarian.org/wbuuc/>

Contact:

Your contact regarding this RFP is:

Richard Haskett
118 Wildwood Bay Drive
Mahtomedi, MN 55115
651-330-6375
rchrhaskett@comcast.net

Proposal Deadline:

Deadline for our receiving your proposal is _____ Proposals must be submitted electronically although you may also provide a hard copy if you choose.

History:

Recent Prairie Star District Annual Meetings have been held:

- 2011 at the Holiday Inn Des Moines Airport, Des Moines, IA
- 2010 at the Radisson Quad City Plaza Hotel, Davenport, IA
- 2009 at the Duluth Holiday Inn, Duluth MN
- 2008 at the Embassy Suites Omaha, Omaha NB
- 2007 at the Minneapolis Marriott City Center, Minneapolis, MN
- 2006 at the Downtown Sheraton Hotel Iowa City, IA
- 2005 at the Radisson Riverfront Hotel, Saint Paul, MN

Guest Rooms:

2012 conference attendance is expected to be about 400 people in 200 guest rooms. Your proposal must include guest room rates for single, double, triple and quad occupancy and a deadline for registration to assure these rates. Indicate applicable lodging and sales taxes for these rates. Guests will register individually and your RFP must include a telephone number and online registration address that will assure registering guests receive the conference rate.

Parking:

Your RFP must indicate the availability and cost of parking for registered overnight guests and for day attendees at the conference.

Complimentary Guest Rooms:

At what rate will your property provide complimentary guest rooms to Prairie Star District?

Nonsmoking:

Nonsmoking facilities are required for the entire property. Your RFP must indicate the penalty for guests who violate this policy.

Schedule:

A tentative schedule is as follows:

Day	Function	Setup	People
Friday April 13			
	Registration		
	Entertainment		250
Saturday April 14			
	Registration		
	Breakfast	rounds	400
	Exhibits (AM & PM)	24 8' draped tables	400

	General Session & Lunch	rounds	400
	Breakout (AM & PM)	TBD	30
	Breakout (AM & PM)	TBD	30
	Breakout (AM & PM)	TBD	30
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	Breakout (AM & PM)	TBD	30
	Breakout (AM & PM)	TBD	30
	Breakout (AM & PM)	TBD	30
	Dinner	Rounds	30
Sunday April 15			
	Breakfast	Rounds	400
	General Session	Rounds	400

Meeting Room Setups:

General Sessions require a head table, a podium and a sound system. Breakout rooms require a head table and podium. Other AV equipment is yet to be determined but your RFP should include costs for commonly used items and services from either your property or from vendors you recommend.

Property Contact:

Your RFP must name the contact with whom we will make arrangements such as menu selections, room setups, audio visual and times

Food and Beverage:

Please include food and beverage menus and prices with your RFP. Indicate all taxes and gratuities for these services

Billing:

We require a master billing account and all approved charges except guest rooms and incidentals conference will be placed on our master bill.

Shipping Charges:

Please indicate in your RFP your charges for receiving, storing and delivering freight within your property

Cancellation:

Please indicate your reservation and cancellation policies.

Alternative Dates:

Please propose additional alternative dates for a weekend in April 2012 if your property may do so at lesser cost or with better availability.

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