



Capital Event

January 2015
Volume 12 Issue 1

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B Resort & Spa, Lake Buena Vista
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Jennifer Anderson "Put It In Writing"

President
Chris Schuh



PRESIDENT'S MESSAGE

Welcome everyone to the New Year, the second half of our chapter's fiscal year and to great learning experiences for our chapter members. Our thanks for the support from our sponsors this past year and to our January sponsor; Davis Donohoo, Sales Manager at the B Resort located in the Walt Disney World® Resort. The meeting was held at the beautiful Hotel Duval, the only full service hotel in Tallahassee with a concierge floor. The Hors d'Oeuvres were of the quality you would expect from this property – excellent.

Jennifer Anderson, our Program Chair presented PUT IT IN WRITING "What Hotels Are Really Looking For In an RFP", in the core competency area of Facilities and Services. Our members evaluated her presentation as

	Agree Strongly	Agree	Neutral
The skills and topics covered are relevant to my work	26	2	1
I was given new information	15	3	
Today's session will help me plan better meetings	16		
I liked the style of the presentation	25	3	
The length of the program was good	17	4	
The presenter gave enough time for questions	19	5	
I would recommend this program to others	20	10	

The comments on the presentation are listed below:

- Very well done! Excellent way of getting the audience involved, very informative loads of fun.
- Definitely enjoyed this program
- Awesome...Great Fun!
- Great Topic!
- Jennifer did a good job
- Jennifer did a great job interacting with the audience and it was a lively presentation

The chapter members and guests thank Jennifer for her presentation.

Welcome to Brett Kolmetz, the Hotel Duval Sales Manager, as an incoming member of our chapter. Brett was matched with new member Zandra Gilley, Program Specialist from the Ounce of Prevention located here in Tallahassee Florida. The chapter members welcome you to our chapter.

PUT IT IN WRITING!***“What Hotels Are Really Looking For In An RFP”***

Presented by Jennifer Anderson

This ethics program entailed important steps one needs to know about “A request for proposal (RFP). It describes what takes place when an agency or company is working through the bidding process. Further, the presentation outlined the following below to give the audience a clear understanding of the entire process when preparing to submit a request for proposal:

- What should be in a Hotel Request for Proposal?
- What the RFP brings to the procurement decision
- Establishing a cover letter
- Facts relevant to information about the event
- Development of the Meeting Pattern
- Method of Reservation
- On Site Activities
- Force Majeure Clause (Act of God)
- RFP Questions to ask
- How to make changes to the RFP
- Evaluating Responses to the RFP

*SGMP Florida Capital Chapter Meeting Supplier Appreciation Event-
Supplier members February meeting registration will be free*

To be held on Wednesday, February 18, 5:30pm - 7:00pm

Madison Social, 705 S Woodward Ave #101, Tallahassee, FL 32304 Supplier

Appreciation and a Surprise Guest Speaker, Amanda Morrison

Amanda will address "Food Trends for Meeting Planners".

Ms. Morrison is an expert on this topic.

Mark your calendar to attend. Please register at

http://www.sgmpl.org/monthly_registration_form.shtml.

CHAPTER Board - Chris Schuh, President; Amy Brown, CGMP, Immediate Past President; Ellen Sliger, CGMP, First Vice President;

Betty Homan-Bolick, Second Vice President Betty Ann Lewis Cheryl Faulk, Secretary; Chris Capozzi, Treasurer; Planner Directors: Dr. Gabrielle Gabrielli, Lydia Southwell