



## REQUEST FOR PROPOSAL FOR ARIZONA MUNICIPAL CLERK ASSOCIATION ANNUAL CONFERENCE

### Deadline for RFP Proposals

- TO BE DETERMINED (See Conference Proposal Form)

### Arizona Municipal Clerks Association (AMCA)

AMCA was founded in 1961. Its mission is to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. AMCA strives to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the “Clerk” profession.

### AMCA Annual Conference/Elections Workshop Projected Attendance

AMCA is anticipating approximately the following number of attendees\*:

- AMCA Annual Conference (Day 1): Up to 150 attendees
- AMCA Elections Workshop (Days 2 & 3): Up to 150 attendees

\*Attendees include AMCA members/non-members, guests, staff, vendors, and speakers.

### AMCA Conference Proposal Submittal and Selection Process – General Outline (subject to change)\*\*

- Proposals must be received (via email) by the Conference Proposal Deadline (see Page 4).
- Proposals submitted after the deadline will be rejected.
- Proposals may be resubmitted for consideration for future conference years.
- The applicant will receive an email notification from the AMCA Education Committee or the League of Arizona Cities and Towns confirming receipt of the proposal. The email notification will also notify the applicant of the tentative timeframe for review and selection.
- The AMCA Board, AMCA Education Committee, and the League of Arizona Cities and Towns will review all proposals received.
- Only the selected proposal will be contacted regarding AMCA’s intent to secure the facility/center for the conference year.
- The selected proposal will be posted on the AMCA website page.

**\*\*All notifications will be delivered via email.**

**Applicants can check the status of their application by contacting [AMCAinfo@azleague.org](mailto:AMCAinfo@azleague.org)**

**Brief Annual Conference Overview – Tentative**  
**(Tuesday through Thursday)**

**Education**

- 2-4 general session speakers on Tuesday
- 10-15 education/election sessions on Wednesday and Thursday

**Meetings**

- 1 AMCA Annual Meeting – 2 hours
- Other AMCA Committee Meetings (as needed)

**Sponsor & Auction Tables**

- 2.5 days of sponsor tables (approx 10' x 10' space for 5-10 sponsors)
- 2.5 days of auction tables in foyer or common-lobby area (approximately 10 tables)

**Food and Beverages**

- 4-5 refreshment breaks (Tuesday through Thursday)
- 3 breakfasts (buffet style) for attendees (Tuesday through Thursday)
- 2 lunches (buffet style) for attendees (Tuesday and Wednesday)

**PROGRAM TENTATIVE – ANNUAL CONFERENCE / ELECTION WORKSHOP**

<b>DAY &amp; TIME</b>	<b>PROGRAM</b>
<b>Tuesday – Annual Conference</b>	
7:30 am – 8:00 am	Staff set-up: AMCA Auction Tables & Registration
8:00 am – 9:00 am	Registration & Breakfast
9:00 am – 12:00 pm	General Session(s)
12:00 pm - 1:00 pm	Lunch (Sponsors & Auction Open)
1:00 pm - 2:00 pm	AMCA Annual Board Meeting
2:00 pm – 5:00 pm	General Session(s)
5:00 pm – 7:30 pm	Reception
<b>Wednesday – Elections Workshop</b>	
7:30 am - 8:00 pm	Registration & Auction Open
8:00 am - 9:00 am	Breakfast
9:00 am – 12:00 pm	Concurrent Sessions
12:00 pm - 1:00 pm	Lunch (Sponsors & Auction Open)
1:00 pm - 5:00 pm	Concurrent Sessions
<b>Thursday– Elections Workshop</b>	
7:30 am - 8:00 am	Registration & Auction Open
8:00 am - 9:00 am	Breakfast
9:00 am - 12:00 pm	Concurrent Sessions
12:00 pm	Assessment & Election Testing

*NOTE: Schedule is subject to change.*

## **Logistical Needs for Annual Conference & Elections Workshop:**

### **Tuesday:**

7:00 a.m. to 5:00 p.m.: Room that can fit 150 people, classroom style with room at the front for head table on riser with podium and screen.

12:00 p.m. to 1:30 p.m.: Another room that can fit 150 for lunch with rounds. Buffet-style lunch (provide information on available caterers in the area and approximate costs).

5:00 p.m. to 6:30 p.m.: Wednesday night reception for 75 people. (Either at the convention center/meeting venue, or another location within close proximity to convention center).

### **Wednesday:**

7:00 a.m. to 5:00 p.m.: Room that can fit 150 people, classroom style with room at the front for head table on riser with podium and screen.

12:00 p.m. to 1:30 p.m.: Another room that can fit 150 for lunch with rounds. Buffet-style lunch (provide information on available caterers in the area and approximate costs.)

### **Thursday:**

7:00 a.m. to 12:00 p.m.: Room that can fit 150 people, classroom style with room at the front for head table on riser with podium and screen.

12:00 p.m. to 5:00 p.m.: Room for approximate 10-20 people for the Elections Test (can be same room as morning).

### **All days:**

Need space in foyer/lobby/common-area for registration desk and auction/fundraising tables

Space in room or foyer/lobby/common-area for sponsor tables (approximately 5-10 tables)

Free parking

### **Audio/Visual needs in all rooms:**

Basic audiovisual needs include:

- Mics
- Screen
- Wifi

# AMCA ANNUAL CONFERENCE PROPOSAL

## CONFERENCE PROPOSAL DEADLINE:

Proposals need to be submitted no later than October, prior to the next July conference.



**Email to: [AMCAInfo@azleague.org](mailto:AMCAInfo@azleague.org)**

City/Town Submitting Proposal: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

Future AMCA Annual Conference/Election Workshop Dates:

Held annually in July.

Please indicate which year(s) you are submitting for:

20\_\_ 20\_\_

Please include the following with your proposal:

\_\_\_\_ Facility Brochure and Map (including facility/room layout)

\_\_\_\_ Price sheet (if applicable)

\_\_\_\_ In-House Catering Sheet or Outside Catering Services

\_\_\_\_ Wednesday Evening Reception Accommodations

Any questions please contact us at [AMCAInfo@azleague.org](mailto:AMCAInfo@azleague.org)