



2024-2025 Sponsorship and Hosting Opportunities

Dear SGMP Supplier:

The SGMP NATCAP Board of Directors wants to express our appreciation for your participation and support over the years. Our continued partnership is vital to the growth and success of NATCAP as a chapter and we would not be where we are today without you.

During our recent board retreat, we planned events for the fiscal year ahead. In addition to the great education we have planned, we are proud to offer networking opportunities as well. Our annual Holiday gathering along with the NATCAP reception held at NEC, this year in St. Louis!

Sponsoring or hosting a NATCAP program is an excellent opportunity to showcase your property, city, product, or service to our government and contract meeting planners, while providing an opportunity for our members to experience your hospitality. Ideally, our holiday party will take place on a Tuesday, Wednesday or Thursday in early December. The NEC NATCAP reception will be on Tuesday, May 7, 2025, in St. Louis.

Please take a few minutes to review the attached sponsorship descriptions and opportunities.

Proposals may be sent to Nicole Roames at natcapcommunications@gmail.com. Again, thank you for your continued support and commitment to our chapter.

2023 - 2025 NATCAP Board	
Nicole Roames, CMP, CGMP, DES	President
Kim McKoy, CGMP	1 st Vice President
Therese Palermino, CGMP	2 nd Vice President
Heather Vignali, CGMP	Secretary
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Melissa Woodruff, CMP, CGMP	Immediate Past President
Jill Blume, CGMP	Pittsburgh Liaison
Kathryn Short	Carolinas Liaison

Holiday Reception and Silent Auction

The NATCAP Chapter Holiday Reception and Silent Auction would ideally be held in the late afternoon, early evening on a Tuesday, Wednesday or Thursday in late November or early December. This is one of our largest attended events and can get up to 100 NATCAP Members and Guests.

Event Requirements:

- Registration area for (3) 6'x30" tables with (6) chairs
- Complimentary meeting space for reception and silent auction
- Discounted Reception (heavy appetizers/hors d'oeuvres)
- Cocktail Reception style event
- Cash or Hosted Bar (Note: If it's a cash bar, you must be able to accept credit cards)
- Assorted tall and short cocktail tables
- Up to (20) 6' tables for silent auction items
- Lectern for sponsor and host remarks

Audio Visual Requirements:

Complimentary Audio Visual to include:

- Internet access at the registration desk
- Lectern Microphone
- (5) Easels (as necessary for directions)
- Uplighting for decor

Other Information to Include:

- Include menu or discounted menu items and costs
- Complimentary or discounted parking
- Metro Accessible - specify location and distance from venue (i.e. two walking blocks, 1 mile, etc.)
- Indicate if the hotel/venue has a metro shuttle to/from location

Sponsor Receives:

- Two supplier registrations to any NATCAP Monthly Meeting in the Fiscal Year
- Hotel/Venue promotion on our website, quarterly newsletter, Social Media pages (Facebook, Instagram, Twitter, LinkedIn)
- Logo on event signage and event invitation
- Welcome remarks at the holiday reception
- Opportunity to do site tours to all attendees

Holiday Reception and Silent Auction

Additional Sponsorship Opportunities:

In addition to the above-mentioned location description, NATCAP Holiday Party sponsorship opportunities include:

Food sponsor: \$4,000 (1 available)

Sponsor receives: Stage time during opening program remarks, website/social media recognition, complimentary supplier registration, logo on event signage and event invitation, attendee list

Bar Sponsor: \$2,000 (1 available)

Sponsor receives: Website/social media recognition, complimentary supplier registration, logo on event signage and at each bar location, attendee list

Handbid (Auction app) sponsor: \$1,000 (1 available)

Sponsor receives: Website/social media recognition, complimentary supplier registration, logo on event signage and auction app splash page, attendee list

DJ sponsor: \$1,000 (1 available)

Sponsor receives: Website/social media recognition, complimentary supplier registration, logo on event signage and at DJ booth, attendee list

Photobooth Sponsor: \$1,500 (1 available)

Sponsor receives: Website/social media recognition, complimentary supplier registration, logo on event signage and photo frame border, attendee list

Parking Sponsor: \$500 (2 available)

Sponsor receives: Website/social media recognition, complimentary supplier registration, logo on event signage, attendee list

NATCAP Reception at NEC

The NATCAP Chapter Reception is a great way to capture a large attendance from our members at the National Education Conference. The NATCAP Reception is held the first day of NEC, just before the Opening Reception. This is one of our most popular events and can get about 100 NATCAP Members and Guests.

Event Requirements (Venue):

- Complimentary event space for reception
- Discounted Reception (heavy appetizers/hors d'oeuvres)
- Cash or Hosted Bar (Note: If it's a cash bar, venue must be able to accept credit cards)
- Mix of tall cocktail rounds and small cocktail rounds with chairs
- Lectern for sponsor and host remarks

Audio Visual Requirements:

Complimentary Audio Visual to include:

- Lectern Microphone

Other Information to Include:

- Include menu or discounted menu items and costs
- Distance to NEC venue

Sponsor Receives:

- Two supplier registrations to any NATCAP Monthly Meeting in the Fiscal Year
- Hotel/Venue promotion on our website, quarterly newsletter, Social Media pages (Facebook, Instagram, Twitter, LinkedIn)
- Welcome remarks at the NATCAP reception
- Current NATCAP Planner roster