

# site Northern California

## RFP – SITE NCC – 2025 Chapter Events

**Deadline:** December 12, 2024

**Timeline for Decision:** December 31, 2025

**Submit proposals to:** [events@sitenortherncalifornia.org](mailto:events@sitenortherncalifornia.org)

### Overview:

SITE is the world's only truly global business events association dedicated exclusively to the art and impact of incentive travel. Since our founding in 1973, we've grown into a vibrant community of 2,650 professionals from 90 countries, representing corporations, agencies, airlines, cruise lines, and every facet of the destination supply chain.

SITE Northern California is a dynamic chapter of SITE Global, with members spanning the vibrant cities of San Francisco, Oakland, the East Bay, Sacramento, San Jose, Silicon Valley, Monterey, and Carmel-by-the-Sea. With approximately 175 members, we host a variety of educational, motivational, and networking events throughout the year, connecting suppliers and planners with incredible local venues and activities that bring destinations to life. Our mission is simple: to provide our members with inspiring, hands-on experiences that they can seamlessly integrate into their own incentive programs.

This year, we've embraced the magic of our "Site of the Senses" experiences, designed to fully immerse our guests in a multi-sensory journey. Each guest was given inspiring new ideas to enhance their own incentive programs, while discovering breathtaking hotels, unique venues, and the local destination's hidden gems. From stunning visuals and harmonious sounds to enticing aromas, delightful tastes, and immersive textures, each activity was meticulously crafted to ignite the senses and create lasting connections.

And as we look ahead to 2025, we couldn't be more excited! We're offering our members the incredible opportunity to host their very own SITE Event. The key to an unforgettable SITE experience? A blend of luxurious hotels, exclusive venues, and carefully curated activities that showcase the destination's true spirit. This is your chance to create a one-of-a-kind event that will leave a lasting impression and set the bar for unforgettable incentive travel experiences!

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## Event Sponsorship - Destination Requirements

Please provide a brief description on the destination experience you would like to offer SITE Northern California Chapter Members

**Quarterly Events:** SITE Northern California Chapter plans four quarterly SITE for the Senses events per year. We are searching for individual event sponsors for each of these events. (add more detail on what we are looking for) Hotels encourage to offer a set of guestrooms for planners (hosted) and suppliers (paid).

**Event Dates/Pattern:** Events generally begin at noon – half day sessions and are held on Fridays. Our events are held quarterly. Please indicate which day, dates/months best fit your availability.

**Estimated Event Size:** 100-150 guests

### Tentative Schedule:

Time	Function Space	Set-Up	Qty
1:00 pm	Welcome	Classroom	100-150
1:30 pm	Activity	TBD	TBD
3:00 pm	Activity 2	TBD	TBD
4:30 pm	Reception	TBD	100-150

### Concession Requests:

- Discounted Food and Beverage
- Complimentary Room Rental
- Complimentary AV services
- Complimentary Parking
- Discounted guestrooms for SITE Board Members
- Direct bill

### Room Block Requests:

- SITENCC will receive the lowest available rates during conference dates
- 1-week cut-off for room reservations preferred
- Waived Resort Fee, inclusive of Wi-Fi in Guest Rooms
- Comp or Reduced Parking Fees and Discounted Valet
- Non-Name Specific Room Drops at \$2.00 Per Room
- Group Rate Available One Day Pre Event
- Request no room block attrition
- Overnight Complimentary guests room for planners

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## Education/Destination Experiences:

**Event Dates/Pattern:** This event is usually a two-day event. Below is the tentative schedule. Please indicate which dates/months you have availability. This is the pattern we have successfully utilized in the past, however, if you have a pattern that would work better for your venue/property, we are willing to consider.

**Estimated Event Size:** 150 guests

### Tentative Schedule:

Time	Function Space	Set-Up	Qty
<b>Day 1</b>			
12:00 pm	Welcome Lunch	TBD	100-125
1:00 to 4:00 pm	Local activities	TBD	TBD
5:00 pm	Welcome Reception	TBD	100-125
6:30 pm	Destination Dinner	TBD	100-125
<b>Day 2</b>			
8:00 am	Breakfast	TBD	100-125
9:00 am	General Session	TBD	100-125
11:00 am	Local activities to include lunch	TBD	TBD
3:00 pm	Departures	TBD	TBD

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Chapter Holiday Event:

Event Dates/Pattern: One day event either a lunch or dinner – preferable month December

Estimated Event Size: 125-150 guests

Tentative Schedule: Day Event: Welcome reception, lunch with CSR component.  
Evening Event: Welcome reception, dinner, silent auction and dancing.

Time	Function Space	Set-Up	Qty
Lunch (Option 1)	Function	TBD	100-125
Day			
11:00 am	Reception	TBD	100-125
12:00 pm to 2:30 pm	Lunch	TBD	TBD
Dinner (Option 2)	Function	Set-Up	100-125
Day			
5:00 pm	Breakfast	TBD	100-125
6:00 pm -9:30 pm	Dinner and Dancing	TBD	100-125

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On behalf of the SITE Northern California Board, we extend our heartfelt gratitude for your unwavering support of our chapter. Your contributions and dedication are the foundation of our success, and we truly couldn't achieve it without you. Here's to another incredible year of partnership and accomplishments together! Thank you!