



Request For Proposal Member to Member Seminars GUIDELINES 2015

The Petoskey Regional Chamber of Commerce (PRCC) annually offers a series of seminars for its members in an attempt to provide educational and professional development opportunities close to home at an affordable rate.

We recognize that some of our best teachers exist within our own membership. Therefore we are offering PRCC members an opportunity to present Member-to-Member Seminars through our educational programming.

To apply as a presenter, please read and understand the guidelines below. If you agree to the guidelines, then fill out the Request for Proposal form and return it to the Petoskey Regional Chamber of Commerce for consideration. Submitting an application does not guarantee acceptance.

GUIDELINES

1. The presenter must understand that the seminar is NOT a forum to sell products or services and must ensure that the program is not perceived as an “infomercial” or sales pitch for your company.
2. The presenter should provide members with an opportunity to learn practical, relevant information on training topics of interest to the area business community. Through sharing your expertise, your business will gain exposure as an “industry leader” in that area of expertise.
3. If selected to present a seminar, the presenting company will pay the Petoskey Regional Chamber of Commerce a fee of \$250 per session. Only members of the PRCC are eligible to present seminars through the Member-to-Member Seminar program.
4. If selected to present a seminar, the presenting company/organization will be responsible for:
 - Providing a high quality, educational program that is a minimum of 1½ hours and a maximum of 3-hours in length.
 - Providing all hand-out materials (generally attendance can be anticipated at 20 to 35)
 - Providing all Audio/Visual Equipment, or coordinating the use of A/V equipment with the Chamber staff. Any additional A/V costs will be the responsibility of the presenter.
 - Providing a logo, biography, and photo (if available) of presenter to the Chamber staff for marketing purposes.

5. The presenter is encouraged, but not required to send invitations to their clients. With proper arrangements, those clients who are not members will be able to attend at the Chamber-member rate.
6. The PRCC will be responsible for:
 - Arranging, booking, and paying for facilities and food services
 - Marketing the program through Weekly e-mail, web site, and news releases to area media
 - Handling registration, invoicing, name tags, and certificates of completion
 - Having staff present at seminar to handle check-in and to ensure that the facilities and food service are adequate
 - Distributing, collecting, and compiling session evaluation forms
 - Providing the presenter with a list of attendees with contact information
7. The PRCC will reserve the right to charge a reasonable admission fee and will be the sole recipient of those fees and will be responsible for invoicing and collecting those fees.

Member to Members Seminars is a program of the Petoskey Regional Chamber of Commerce. For more information, contact Chamber President Carlin Smith, carlin@petoskey.com

Petoskey Regional Chamber of Commerce
401 E. Mitchell St.
Petoskey, MI 49770
p. 231.347.4150
f. 231.348.1810
www.petoskey.com