

Request for Proposal (RFP)
For 2025 Hospitality Minnesota Annual Golf Tournament

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1. Introduction

We are inviting proposals from venues and Convention and Visitors Bureaus (CVBs) for the 2025 Hospitality Minnesota Golf Outing, scheduled to be held on September 15, 2025. The selected venue should offer a flexible, cost-effective space to accommodate a variety of activities, including golf, networking opportunities, and a post-tournament reception. Additional details about event requirements can be found in the Scope of Work section below.

2. Event Details

- **Date:** September 15, 2025
- **Location:** Greater Minnesota – The venue should be conveniently accessible for both local and out-of-town attendees.
- **Expected Attendance:** 100-350 professionals from the hospitality industry.
- **Tournament Goals:**
 - Provide an engaging and enjoyable 18-hole golf experience for all participants.
 - Foster networking and relationship-building opportunities within the hospitality industry.
 - Create a fun and relaxed atmosphere with interactive activities such as skills contests and hole sponsorships.
 - Host a memorable evening of entertainment, with a cocktail reception, buffet dinner, and awards presentation.

3. Scope of Work

We are looking for a venue that can provide the following accommodations to ensure the success of the 2025 Hospitality Minnesota Golf Outing:

Event Space and Amenities:

- A designated area near registration for a Bloody Mary bar during attendee check-in.
- Access to putting green and driving range for participant use.
- Holes designated for skills contests, with sponsorship opportunities available.
- A golf course with a minimum of 18 holes for the tournament.

- A designated area to accommodate a post-golf cocktail reception and an awards ceremony.

Catering:

We are seeking pricing for the following food and beverage options:

1. **Pre-Golf Meal:** Please provide pricing for both of the following options:
 - A heavy brunch served before golfers begin play.
 - Boxed lunches delivered on the course during play.
2. **Post-Golf Reception:** After the tournament, we will open the bar and provide heavy hors d'oeuvres during a cocktail reception.

Please include detailed pricing for each option, along with any applicable service fees or additional considerations.

AV & Technology:

- A microphone and speaker for opening remarks at the start of the event.
- A speaker for music near the registration area and Bloody Mary bar to create a lively atmosphere as attendees arrive.
- Audio-visual equipment for the cocktail reception and buffet dinner, including microphones, speakers, and screens for presentations, announcements, and awards ceremony.
- On-site technical support throughout the event.
- Wi-Fi and any other necessary technology for smooth event execution.

5. Proposal Requirements

Please include the following in your proposal:

- Venue Information:
 - Overview of the venue (location, course description, capacity).
 - Information about the on-site support team.
- Detailed Cost Breakdown:
 - Venue rental fees
 - Catering costs (brunch, dinner, appetizers).
 - AV and technology charges.

- o Any additional service fees (e.g., staff support).

6. Selection Criteria

Proposals will be evaluated based on:

- The venue must be a member of Hospitality Minnesota.
 - o If the venue is not currently a member, please complete the membership registration here: [Membership Application Form](#).
 - o If you are submitting on behalf of a Convention and Visitors Bureau (CVB), please ensure that the venue you propose is a member of Hospitality Minnesota. View member list here: [Hospitality Minnesota Member Map](#)
- Venue suitability for conference needs (size, layout, accessibility).
- Cost-effectiveness and budget alignment.

7. Timeline

- Proposal Submission Deadline: March 14, 2025
- Venue Selection Date: March 30, 2025
- Event Date: September 15, 2025

8. Questions and Contact Information

For any questions or clarifications, please contact:

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