



USA Hockey Winter Meeting
Request for Proposal
January 2025-2027

Event Overview:

USA Hockey is looking for a hotel property to host the USA Hockey Winter Meeting for a minimum of three years (2025-2027), with the specific dates of each year listed below. The Winter Meeting brings together all of USA Hockey’s councils, committees and sections, together with National Office staff, to host meetings in each respective area of oversight within the national governing body.

Approximately 400-450 of USA Hockey’s high-level volunteers from around the country will travel to the destination for this event as breakout meetings are hosted over the course of 4-5 days, concluding with the Board of Directors and Congress meetings on the final day. This event will require guest rooms, meeting space, audio/visual equipment and services, and catering throughout the event. More specific details are listed below.

EVENT DATES:

- January 15-19, 2025
- January 14-18, 2026
- January 13-17, 2027

GUEST ROOMS:

2025	Tuesday January 14	Wednesday January 15	Thursday January 16	Friday January 17	Saturday January 18	Sunday January 19
Run of House	20	125	350	350	350	20
Suites	0	25	25	25	25	5
TOTAL	20	150	375	375	375	25

2026	Tuesday January 13	Wednesday January 14	Thursday January 15	Friday January 16	Saturday January 17	Sunday January 18
Run of House	20	125	350	350	350	20
Suites	0	25	25	25	25	5
TOTAL	20	150	375	375	375	25

2027	Tuesday January 12	Wednesday January 13	Thursday January 14	Friday January 15	Saturday January 16	Sunday January 17
Run of House	20	125	350	350	350	20
Suites	0	25	25	25	25	5
TOTAL	20	150	375	375	375	25



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MEETING SCHEDULE AND DETAILS:

Included in the last pages of the RFP is the final schedule from the 2023 Winter Meeting held at the Gaylord Palms Resort in Kissimmee, FL. This information includes the setup, approximate number of people that attended and audio-visual needs for each meeting. While this will not be the final schedule for the event in 2025-2027, it accurately represents the overall schedule for these future meetings and provides information on setups and audio-visual needs so that bid submissions can include estimated costs in these respective areas.

Host will make its best effort to schedule meetings in the least number of rooms possible in order to consolidate AV needs and lower costs. Meetings with similar setups that don't overlap should be hosted in the same rooms.

FOOD AND BEVERAGE:

There are several meetings where F&B is needed, in addition to one evening where a reception is hosted for all event attendees. More details on the F&B needs are listed below.

Day	Meeting/Room	Guest Count	F&B Details
Thursday	Board of Directors	40	Beverage station all day, replenished Breakfast: hot buffet Lunch: buffet
	Foyer (all day)	400	Beverage station: coffee, tea, soft drinks, water. Replenish as needed
Friday	Foyer (all day)	400	Beverage station: coffee, tea, soft drinks, water. Replenish as needed
	Reception (2 hours)	400	Appetizers and hosted bar
Saturday	Foyer (all day)	400	Beverage station: coffee, tea, soft drinks, water. Replenish as needed
Sunday	Board of Directors	400	Continental breakfast and beverage station

Several other meetings during this event could potentially have F&B requests, however, these will be minimal and are not required to be submitted as quotes within the bid.



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OTHER CONSIDERATIONS AND INFORMATION:

Guest Room Accommodations:

- 1 comp room for every 40 booked in the group block
- Group rate extended three (3) days prior to event and three (3) days post-event
- Suites/upgraded rooms at the same rate as the group block
- Complimentary lounge access for event staff (if applicable)
- Waived resort fee (if applicable)
- Free parking for USA Hockey staff working the event
- Discounted parking for the entire group block
- A room list will be provided to the hotel for all reservations

Meeting Rooms and Setup:

- Meeting room rental fees should be waived
- All room setups including tables, chairs and power are included free of charge
- One large color printer included free of charge for the duration of the event

Other Accommodations:

- Free internet included in guest rooms and meeting spaces
 - o A hard line connection is required for the Board of Directors and Congress meetings on the final day
 - o Internet must be strong enough in meeting spaces to accommodate Zoom meetings. Not all meetings will have Zoom but a select amount will.

Billing and Financials:

- Direct bill required
- Most guest rooms will go on the master account, however, hotel must be able to allow for select guests to pay with their own credit card (minimal needs)
- Special consideration given to properties/destinations where the state has a grant or reimbursement program for events, and/or additional funding provided by the local CVB or sports commission

Other Considerations:

- On-site restaurant options are a plus
- Discounts for on-site hotel amenities and services
- Airport shuttle for event attendees also a plus
- Complimentary package delivery for event needs
- Discounted business center services
- VIP amenities



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Bid Submission Checklist:

Listed below is a checklist to ensure destinations touch on each area of importance to be included in the bid submission. Additional categories outside of what's listed below can be included to enhance a bid.

	Guest Room Rate Details
	Audio Visual Quote
	Food & Beverage Quote
	Hotel Amenities
	Billing Details
	Nearby Attractions
	Airport Transportation (if applicable)
	State Grants/Additional Funding

Selection Timeline:

See below for the anticipated timeline of the bid submission and site selection process. At the time of site selection, the hotel property will be asked to send a draft contract for review.

Bid Submissions Due	July 1, 2023
Bid Follow-Up	Aug 2023
Site Visits	Sept - Oct 2023
Selection	Nov 2023
Contract Signed	Dec 2023

Contact Information:

For any questions related to this RFP and the bid submission process, please contact Madison Brown and Taryn Cass at the contact information listed below.

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Taryn Cass
Coordinator, Events
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Date	Time	Meeting	Final Meeting Room	Final Meeting Room Setup	AV
Tues., Jan 10, 2023	3:00 PM – 6:00 PM	ADM	Lafayette 5	Conference for 20, Power to tables (2x) power strips, (3x) extension cords	NO A/V
	ALL DAY	Office/Storage	St. Cloud	Office for 10 ppl. Need tables and chairs. Power to tables, adequate for 15+ computers, etc.	NO A/V
Weds., Jan 11, 2023	9:00 AM – 12:00 PM	ADM	Lafayette 5	Conference for 20, Power to tables (2x) power strips, (3x) extension cords	NO A/V
	1:30 PM – 5:00 PM	ADM	Lafayette 5	Conference for 20, Power to tables (2x) power strips, (3x) extension cords	NO A/V
	3:00 PM – 5:00 PM	Registration	Coastal Landing	7 6' skirted tables individually, 8 chairs, printer, mini fridge. Power to tables (5x power strips, 5x extension cords)	NO A/V
	ALL DAY	Office/Storage	St. Cloud	Office for 10 ppl. Need tables and chairs. Power to tables, adequate for 15+ computers, etc.	NO A/V
Thurs., Jan 12, 2023	8:00 PM – 5:00 PM	Registration	Coastal Landing	(7x) 6' skirted tables individually, (8x) chairs, printer, & mini fridge. Power to tables (5x) power strips, (5x) extension cords	NO A/V
	8:00 AM – 5:00 PM	Board of Directors	Citrus Ballroom	Hollow Square for 24 ppl, with 3' arm room. Power to tables (4x) power strips, (5x) extension cords, no decor. (6x) chairs on perimeter of room (VIP Group)	ZOOM CAPABLE AUDIO: (4x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 9'x16' Screen Kit, (1x) Meeting Room Projector Package.
	3:00 PM – 5:00 PM	Registrars	Suwannee 4	U-shape tables for 16 ppl, (4x) chairs on bottom, (7x) chairs on sides. Power to tables (3x) power strips, (4x) extension cords. Theater (60 ppl)	NO A/V
	1:00 PM – 5:00 PM	ADM	Lafayette 5	Hollow square for 35 ppl. Power to tables (2x) power strips, (3x) extension cords	NO A/V
	3:00 PM - 4:00 PM	Tryout Task Force	Lafayette 1	Conference for 15 ppl	NO A/V
	5:30 PM - 7:30 PM	Player Development Committee / ADM	Lafayette 5	Hollow square for 35 ppl. Power to tables (2x) power strips, (3x) extension cords	NO A/V
	5:30 PM – 7:00 PM	Central District	Lafayette 3	Hollow Square for 32 ppl, 20 chairs around perimeter	NO A/V
	ALL DAY	Office/Storage	St. Cloud	Office for 10 ppl. Need tables and chairs. Power to tables, adequate for 15+ computers, etc.	NO A/V
	Fri., Jan 13, 2023	8:00 AM – 5:00 PM	Registration	Coastal Landing	(7x) 6' skirted tables individually, (8x) chairs, printer, & mini fridge. Power to tables (5x) power strips, (5x) extension cords
8:00 AM – 9:30 AM		Town Hall #1	Coastal A1-3	Head stage, podium with microphone, Power to tables (2x) Power Strips, (1x) Extension Cords. Theater for 300	AUDIO: (4x) Wireless Microphones, (1x) 6 Powered Speaker System (with connections for Projector/PC). VIDEO: (2x) 9'x16' Screen Kit. RECORDING: (1x) Camera Package & Digital Recording Kit, (4x) Wireless Intercom Headsets, Presenter Support, Lighting, 22' Black P&D (x40)
10:00 AM - 11:00 AM		National Appeals Committee	Suwannee 1-2	U-Shaped for 30 ppl. Power to table (1x) power strip, (1x) extension cord. Theater seating on sides for 40 ppl	NO A/V
10:00 AM – 11:30 AM		District Player Safety Coordinators	Lafayette 5	Conference for 22. Additional (10x) chairs around perimeter. Power to tables (3x) power strips, (3x) extension cords	NO A/V
10:00 AM – 12:00 PM		Youth Council (working session)	Lafayette 1-2	U-Shape for 36 ppl. Power to tables @ each corner (4x) power Strips, (5x) extension Cords. Theater seating for 35 ppl at open end of U	AUDIO: (11x) Gooseneck Microphones (1x per 2 chairs), House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit
10:00 AM – 12:00 PM		Playing Rules Committee	Lafayette 4	U-shape for 22 ppl, extra arm space. Power to tables (2x) power strips, (3x) extension cords. Classroom for 8 ppl facing open U. Power to classroom tables. Theater for 20 ppl.	NO A/V
10:00 AM – 12:30 PM		Disabled Hockey Section	Suwannee 3	Conference for 22 ppl, cap both ends of table for wheelchair. Power to conference table(s). Theater for 20 ppl.	AUDIO: (10x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit.
11:00 AM – 1:00 PM		Diversity and Inclusion Task Force	Escambia	Circle of 30 Chairs, 20 around Periemter. 1 table near projector screen w/power	VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package.
11:00 AM – 1:30 PM		Junior Council	Coastal B4-5	U-Shape for 36 ppl. Power to tables @ each corner (4x) power Strips, (5x) extension Cords. Theater seating for 140 ppl at end of U	NO A/V
1:00 PM – 2:30 PM		Affiliate Presidents	Coastal A1-3	Hollow square for 50 ppl. 150 chairs theater/perimeter of room, 2 6' tables near door for handouts.	ZOOM CAPABLE AUDIO: (4x) Wireless Microphones, (25x) Gooseneck Microphones (1x per 2 chairs in square), (1x) 6 Powered Speaker System (with connections for Projector/PC). VIDEO: (2x) 9'x16' Screen Kit.
1:00 PM – 3:00 PM		Risk Managers	Lafayette 4	U-shape for 22 ppl, extra arm space. Power to tables (2x) power strips, (3x) extension cords. Classroom for 8 ppl facing open U. Power to classroom tables. Theater for 20 ppl.	ZOOM CAPABLE AUDIO: (7x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) Meeting Room Projector Package.

	3:00 PM – 4:00 PM	Safesport Coordinators	Suwannee 1-2	U-Shaped for 30 ppl. Power to table power strip around Table, and enough power Theater seating on sides for 40 ppl	ZOOM CAPABLE AUDIO: (11x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package.
	3:00 PM – 5:00 PM	Officials Section	Lafayette 3	Conference for 20 ppl. Power to tables (2x) power strips, (3x) extension cords. Theater for 30 ppl	NO A/V
	3:00 PM – 5:00 PM	Girls Council	Lafayette 1-2	U-Shape for 36 ppl. Power to tables @ each corner (4x) power Strips, (5x) extension Cords. Theater seating for 35 ppl at open end of U	AUDIO: (11x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit.
	3:00 PM – 5:00 PM	Tech Meeting	Lafayette 5	Conference for 22. Additional (10x) chairs around perimeter. Power to tables (3x) power strips, (3x) extension cords	VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package.
	3:00 PM – 5:00 PM	Coaches Section	Suwannee 4	Hollow square for 24 ppl. Power to tables (2x) power strips, (3x) extension cords	ZOOM CAPABLE VIDEO: (1x) 9'x16" Screen Kit, (1x) Meeting Room Projector Package.
	4:00 PM – 5:30 PM	Background Screen Review Committee	Escambia	Hollow square for 35 ppl. Perimeter seating for 30 ppl	RECORDING: (1x) Camera Package & Digital Recording Kit
	4:30 PM – 6:30 PM	Atlantic District	Suwannee 3	Conference for 22 ppl, cap both ends of table for wheelchair. Power to conference table(s). Theater for 20 ppl.	ZOOM CAPABLE
	6:30 PM – 8:30 PM	Reception	Mangrove Lawn	Scattered cocktail rounds with 4 chairs, 14 rounds of 8, 6 scattered hightop tables, 8 scattered cocktail tables with 4 chairs each. Votives on tables	NO A/V
	8:00 PM – 10:00 PM	Southeast District	Lafayette 5	Conference for 20 ppl. Additional (10x) chairs around perimeter. Power to tables (3x) power strips, (3x) extension cords	NO A/V
	ALL DAY	Office/Storage	St. Cloud	Office for 10 ppl. Need tables and chairs. Power to tables, adequate for 15+ computers, etc.	NO A/V
Sat., Jan 14, 2023	8:00 AM – 5:00 PM	Registration	Coastal Landing	(7x) 6' skirted tables individually, (8x) chairs, printer, & mini fridge. Power to tables (5x) power strips, (5x) extension cords	NO A/V
	8:00 AM – 9:30 AM	Town Hall #2	Coastal A1-3	Head stage, podium with microphone. Power to tables (2x) Power Strips, (1x) Extension Cords. Theater for 300	AUDIO: (4x) Wireless Microphones, (1x) 6 Powered Speaker System (with connections for Projector/PC). VIDEO: (2x) 9'x16" Screen Kit. RECORDING: (1x) Camera Package & Digital Recording Kit, (4x) Wireless Intercom Headsets, Presenter Support, Lighting, 22' Black P&D (x40)
	9:30 AM – 11:00 AM	Adult Council	Citrus Ballroom	Hollow square for 20 ppl. Power needed for all people in square. Theater for 30 ppl	NO A/V
	9:30 AM – 12:00 PM	Coaches Section	Suwannee 1-2	U-Shaped for 30 ppl. Power to table power strip around Table, and enough power Theater seating on sides for 40 ppl	VIDEO: (1x) Projector Support Package
	9:30 AM – 12:00 PM	Officials Section	Lafayette 3	Conference for 20 ppl. Power to tables (2x) power strips, (2x) extension cords. Theater for 30 ppl	NO A/V
	9:30 AM – 12:00 PM	Legal Council	Lafayette 4	U-shape for 26 ppl, extra arm space. Power to tables (2x) power strips, (3x) extension cords. Classroom for 8 ppl facing open U. Power to classroom tables. Theater for 30 ppl.	AUDIO: (10x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit.
	9:30 AM – 12:00 PM	Girls Council	Lafayette 1-2	U-Shape for 36 ppl. Power to tables @ each corner (4x) power Strips, (5x) extension Cords. Theater seating for 50 ppl at open end of U	AUDIO: (11x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit.
	9:30 AM – 12:00 PM	Disabled Hockey Section	Suwannee 3	Conference for 22 ppl, cap both ends of table for wheelchair. Power to conference table(s). Theater for 20 ppl.	AUDIO: (10x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit.
	9:30 AM – 12:00 PM	Finance Committee	Lafayette 5	Conference for 22. Additional (10x) chairs around perimeter. Power to tables (3x) power strips, (3x) extension cords	ZOOM CAPABLE AUDIO: (10x) Gooseneck Microphones, House Sound (with connection for PC).
	10:30 AM – 12:30 PM	Registrars	Suwannee 4	U-shape for 16 ppl (4 chairs on bottom, 7 on sides). Power to tables (3x) power strips, (4x) extension cords. Theater for 60 ppl.	NO A/V
	12:00 PM – 1:00 PM	Governance	Suwannee 1-2	U-Shaped for 30 ppl. Power to table power strip around Table, and enough power Theater seating on sides for 40 ppl	VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package. RECORDING: (1x) Camera Package & Digital Recording Kit.
	12:30 PM – 2:00 PM	Safety and Protective Equipment Committee	Suwannee 3	Conference for 22 ppl, cap both ends of table for wheelchair. Power to conference table(s). Theater for 20 ppl.	AUDIO: (10x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) Meeting Room Projector Package.
	12:30 PM - 2:30 PM	High School Section	Citrus Ballroom	Hollow square for 20 ppl. Power needed for all people in square. Theater for 30 ppl	NO A/V
	12:30 PM – 2:30 PM	International Council	Lafayette 4	U-shape for 26 ppl, extra arm space. Power to tables (2x) power strips, (3x) extension cords. Classroom for 8 ppl facing open U. Power to classroom tables. Theater for 30 ppl.	ZOOM CAPABLE AUDIO: (4x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package.

	1:00 PM – 2:30 PM	RIC/CIC/ADM (CLOSED)	Coastal 6-7	One classroom table at front of room (w/power for projector), and 6 rounds of 8	VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package.
	2:30 PM - 3:30 PM	Officiating Task Force	Coastal B4-5	U-Shape for 36 ppl. Power to tables @ each corner (4x) power Strips, (5x) extension Cords. Theater seating for 140 ppl at end of U	AUDIO: (4x) Wireless Microphones, (18x) Gooseneck Microphones (1x per 2 ppl at U tables), (1x) 6 Powered Speaker System (with connections for Projector/PC). VIDEO: (2x) 9'x16' Screen Kit. RECORDING: (1x) Camera Package & Digital Recording Kit
	2:30 PM – 4:30 PM	Safesport Coordinators	Suwannee 1-2	U-Shaped for 30 ppl. Power to table. Theater seating on sides for 40 ppl	ZOOM CAPABLE AUDIO: (11x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package.
	3:00 PM – 4:30 PM	Athlete Advisory Committee	Lafayette 1-2	U Shape for 20 ppl. Power to tables (2x) power strips, (2x) extension cords. Theater for 30 ppl	ZOOM CAPABLE AUDIO: (10x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) 6'x10'6" Screen Kit, (1x) Meeting Room Projector Package. Audio technician requested.
	3:00 PM – 5:00 PM	Risk Managers	Lafayette 4	U-shape for 22 ppl, extra arm space. Power to tables (2x) power strips, (3x) extension cords. Classroom for 8 ppl facing open U. Power to classroom tables. Theater for 30 ppl.	ZOOM CAPABLE AUDIO: (7x) Gooseneck Microphones, House Sound (with connections for Projector/PC). VIDEO: (1x) Meeting Room Projector Package
	3:30 PM – 5:30 PM	Youth Council	Coastal B4-5	U-Shape for 36 ppl. Power to tables @ each corner (4x) power Strips, (5x) extension Cords. Theater seating for 140 ppl at end of U	AUDIO: (4x) Wireless Microphones, (18x) Gooseneck Microphones (1x per 2 ppl at U tables), (1x) 6 Powered Speaker System (with connections for Projector/PC). VIDEO: (2x) 9'x16' Screen Kit. RECORDING: (1x) Camera Package & Digital Recording Kit
	5:00 PM – 7:00 PM	New England District	Lafayette 3	Conference for 20 ppl. Power to tables (2x) power strips, (2x) extension cords. Theater for 30 ppl	NO A/V
	6:00 PM – 9:00 PM	Rocky Mountain District	Lafayette 1-2	U-shaped for 30 ppl, Perimeter 20 ppl	NO A/V
	ALL DAY	Office/Storage	St. Cloud	Office for 10 ppl. Need tables and chairs. Power to tables, adequate for 15+ computers, etc.	NO A/V
Sun., Jan 15, 2023	7:30 AM – 10:00 AM	Continental Breakfast	Coastal Lobby A	Banquet/Catering to determine set-up	NO A/V
	8:00 AM – 12:30 PM	Board of Directors/Congress	Coastal AB1-5	See attached diagram. Tables in front of room on risers for 40 people. Classroom seating for 80. Theater seating for 200. Power (3x) power strips, (3x) extension cords (at front table). Note: SEE DIAGRAM: updates (from 2022 version) include "Presenter Support/Switcher" to be located at Staff table, additional power (strips & extension) at Staff Table, additional microphones and additional monitors (placement indicated on diagram)	ZOOM CAPABLE AUDIO: (1x) Podium Microphone, (37x) Gooseneck Microphones (see diagram), (1x) 8 Powered Speaker Sound System (with connections for Projector/PC). VIDEO: (2x) 9'x16' Screen Kit. (4x) Wireless Intercom Headsets, Presenter Support, Lighting, 22' Black P&D (x70). LABOR: (1x) Video Operator, (1x) Video Record Operator, (1x) Audio Tech
	END @ 12:30 PM	Office/Storage	St. Cloud	Office for 10 ppl. Need tables and chairs. Power to tables, adequate for 15+ computers, etc.	NO A/V