



REQUEST FOR PROPOSALS TO HOST NASAA Assembly 2026 AND /OR Assembly 2028

Overview

NASAA is currently recruiting host agencies for Assembly 2026 and Assembly 2028!

Every other year, NASAA holds an Assembly of state arts agency staff, councils and their affiliates, hosted by a member state arts agency (SAA) or regional arts organization (RAO). The two to three-day program offers a range of educational sessions aimed at developing the knowledge and skills of state arts agency staff and council members along with developing expertise on key issue areas relevant to public sector arts funders nationwide.

Assemblies are open to all SAA and RAO staff, chairs, council members and board members, as well as representatives from the National Endowment for the Arts (NEA) and other select organizations. These conferences, usually attended by approximately 350 - 400, are a unique opportunity to be part of an influential national network of arts leaders and to connect with individuals from around the country who share similar roles and responsibilities. Unlike other national arts convenings, NASAA conferences are tailored to the specific needs and constraints of state government agencies. This makes them distinctively relevant to and valuable for the state arts agency field.

Typically, NASAA Assemblies are held in September, October or early November; exact dates will be determined during this RFP process and in collaboration with our prospective host.

We invite you to submit your letter of interest for Assembly 2026 by **March 3, 2025**.

Benefits of Hosting a NASAA Assembly

Hosts receive national recognition and local appreciation for the revenue and visibility the conference brings to their communities. It is an opportunity for your state arts agency to celebrate the artistic and cultural vitality of your state with 350 – 400 arts leaders from across the country. Those out-of-state visitors will stay in area hotels while experiencing local restaurants, shops, galleries, arts events and sightseeing destinations in addition to the conference proceedings providing substantial economic benefit for the local economy.

Additionally, hosting NASAA's Assembly allows you to:

- Showcase the breadth of your cultural institutions and arts communities to a national audience.

- Develop or advance your partnerships with local, state, regional and national organizations, foundations, tourism agencies, as well as businesses and corporations.
- Contribute to the advancement of state arts agencies on a national level in terms of peer learning, policy and program knowledge, professional development, issue knowledge and staff camaraderie.
- Engage elected officials in an event featuring your agency in a position of national leadership, thereby demonstrating the scope and impact of the arts and cultural sector.
- Acknowledge your partners, supporters and constituents in a national forum.
- Showcase the accomplishments and programs of your state arts agency in a national forum.
- Serve and promote your state's artists and arts organizations by providing them with a national audience.
- Provide your council members, staff and arts leaders with an extraordinary opportunity to gain a national perspective and to network with their peers.

Here's more information about [NASAA conference responsibilities and expectations](#).

Criteria for Hosting a NASAA Assembly

- The conference must be formally endorsed by the state arts council and any parent agency.
- The host agency or parent organization will guarantee funds to help cover direct costs of the conference. The amount required depends upon the conference location, but \$100,000 is considered the minimum requirement
- The host agency will help NASAA secure additional local, private funds for the conference as needed.
- The host agency's staff and/or council will commit time and resources to conference planning and implementation.
- The proposed host city has hotels or a convention center—or a combination of venues—that can accommodate at least 500 visitors. The affordability of the host city to participants will be a factor in the selection process, with room rates close to per diem (as determined by the [U.S. General Services Administration](#)) being important.
- The proposed host city features compelling artistic and cultural experiences within manageable distances and accessible to the primary conference hotel location.
- The host agency has the ability to secure some free or discounted fees for space, meals, transportation, etc., to help offset direct costs.

Letter of Interest to Host NASAA Assembly 2026 and/or Assembly 2028

If your SAA is interested in hosting Assembly 2026 or 2028, please submit a brief proposal electronically to Sylvia Prickett (sylvia.prickett@nasaa-arts.org) and Eric Giles (eric.giles@nasaa-arts.org) by March 3, 2025. Please include the following information:

- A summary of why your agency is interested in hosting Assembly 2026 and / or Assembly 2028. If both, please note if you have a preference.
- A brief description of the key arts organizations, cultural experiences and venues in your proposed host city, including your agency's ability to identify local artists and speakers.
- A brief description of the SAA financial resources available to assist in supporting the Assembly
- A brief description of the staff and in-kind capacity to assist with planning and implementation of the conference
- Initial suggestions for the city and neighborhood, hotels, meeting spaces, reception locations and/or off-site meeting venues. Include whether your agency can arrange for discounts or complimentary access.
- Any other relevant information about your proposed host city.
- Expected timeline for receiving full agency approval of your hosting proposal.
- Any preferred dates.

Submitted letters of interest will be reviewed in relation to the criteria above. Further information may be requested by NASAA as needed.

Selection Timeline

Proposals/Letters of interest due: March 3, 2025

NASAA review; follow-up Q&As as needed: through March 24, 2025

Hotel RFPs submitted to finalist cities: April 1, 2025

Target date for selecting hosts: May 15, 2025

Thank you for considering hosting NASAA's Assembly 2026 or Assembly 2028. Please do not hesitate to contact Sylvia Prickett (sylvia.prickett@nasaa-arts.org) and Eric Giles (eric.giles@nasaa-arts.org) if you have any questions.

Appendix: Conference Responsibilities and Expectations

NASAA is responsible for the overall planning, coordination and financing of the conference. NASAA will:

- Provide additional funds for the direct costs of the conference through member registration fees and additional private (corporate, foundation or individual) contributions to the conference.
- Dedicate appropriate staff resources to the planning and implementation of the conference.
- Select conference dates and sites in collaboration with the host.
- Develop conference sessions and select speakers.
- Design and produce promotional and marketing materials; market the conference to potential participants.
- Make arrangements for meeting rooms, exhibition rooms and other facilities and services, including food and beverage at on-site and off-site locations, as required for all events and activities.
- Contract the services of artists, speakers, event planners, transportation providers, photographers, audio-visual companies and any others as needed.
- Lead the management of on-site activities.
- Exercise oversight of the budgeting and accounting for all activities.
- Recognize the host agency on all marketing materials and the final program and provide public recognition of the state or region throughout the conference.

The **Assembly host** will:

- Provide a minimum of \$100,000 in sponsorship funds in support of the direct costs of the conference.
- Help NASAA secure private (corporate, foundation or individual) contributions to the conference by recommending local funding prospects, facilitating introductions, writing letters of support, etc.
- Engage elected officials, local VIPs, council members and department heads in appropriate role(s) at the conference.
- Identify and secure the rates and availability for artists performing during the conference agenda and off-site events.
- Advise NASAA on prospective conference sessions and state-based speakers and facilitators.

- Dedicate appropriate staff resources and time to the planning process, the on-site meeting and related special events.
- Help support the conference in other ways, such as securing special event hosts, in-kind support, discounted or donated products and services, etc.
- Suggest ADA-accessible venues for off-site receptions and events as requested.
- Compile a list of suggested restaurants, art galleries, exhibitions, performances and other cultural events that will take place during the week of the conference for participant information.