

## ***Midwest District Convention Bids***

### **Each Convention Bid Packet Must Consist of the Following Items**

#### *A. Facilities*

1. Hotel Rooms (Primary and Overflow Hotels)
  - a. Include the number and occupancy of rooms available for all weekends
  - b. Include confirmation of the availability from the hotel
  - c. Include a confirmation form from the hotel for each date and location
  - d. Include hotel policies on room stuffing
2. Meeting Rooms
  - a. Include number and size (occupancy) of meeting rooms for all weekends
  - b. Include confirmation of availability from the venue
  - c. Include floor plans
  - d. Include a confirmation for each date and location

#### *B. Banquet*

1. Facilities
  - a. Include the size(occupancy) of banquet room for all weekends
  - b. Include confirmation of availability from the venue
  - c. Include floor plans
  - d. Include a confirmation for each date and location
2. Menu
  - a. Include a menu
  - b. Include any dietary preferences that are available
  - c. Include service
    - i. *Buffet or plated meal*

#### *C. Parking and Transportation*

1. Include the plans of accommodate parking
  - a. Campus
  - b. Hotel
  - c. Banquet Venue

#### *D. Technology and Equipment*

1. Include the availability of copying, computer, and audiovisual facilities available
2. Include any rental price
3. Fees associated with the use of aforementioned equipment
4. Included plans for a convention website maintenance

#### *E. Miscellaneous*

1. Include any security provided via hotel, campus or other venue
2. Include possibilities of fundraising lunch
  - a. Financial budgets from both chapters for previous and current year
3. Include a chapter budget

4. Include Chapter strength
  - a. Current membership for past 3 years (active, initiates, and alumni)
  - b. Most recent activities report
  - c. Experience hosting large-scale events(including service projects)
- F. *Costs (to hold event)*
  1. Include Itemized registration costs
    - a. Registration folders
    - b. Name tags
    - c. Banquet costs
    - d. Mailing
    - e. Equipment(projectors/screens, other..)
    - f. Meeting rooms
    - g. Misc expenses
    - h. Hotel rooms
- G. *Entertainment*
  1. How does theme pertain to music?
  2. Include any schedule performances
    - a. Large Group
      - i. *Concert Ensembles*
    - b. Small Group/Individuals
      - i. *Senior Recitals*
  3. Include possible activities related to theme
- H. *Reading Band*
  1. Directors availability
  2. Librarians availability
  3. Large Instruments availability
- I. *Insurance*
  1. Campus policy
- J. *Contact District Governor's and Councilors*
  1. Contact to ask questions in advance
- K. *Letter(s) of Support*
  1. DOB, Sponsor, Directors