

## Midwest District Convention Bid Guidelines

- I. Hotel Facilities
  - a. Hotel Rooms (Primary and Overflow Hotels)
    - i. Number and occupancy of rooms available for all weekends with confirmation from the hotel
    - ii. Is registration through the host chapter or done separately
    - iii. Transportation to and from facilities
  - b. Meeting rooms
    - i. Number and size of meeting rooms (include floor plans)
    - ii. Copying/typing/computer facilities available and audiovisual equipment
  - c. Parking available at all facilities
- II. Technology
  - a. Number of computers/ printers/ software available at facility.
  - b. Convention website maintained.
- III. Miscellaneous
  - a. Security Provided
  - b. Hotel policies on room stuffing, and local/state alcohol laws
- IV. Budget and Chapter Strengths
  - a. Chapter Strength
    - i. Current membership for past 3 years (active, initiates, and alumni)
    - ii. Financial budgets from both chapters for previous and current year
    - iii. Most recent activities report
    - iv. Experience hosting large-scale events (including service projects)
  - b. Costs (to hold event)
    - i. Itemize registration costs: registration folders, name tags, banquet cost, mailing, equipment, meeting rooms, miscellaneous expenses, hotel room and service (plus tax)
- V. Entertainment
  - a. How does them pertain to music?
  - b. Performances
  - c. Activities relater to theme
  - d. Banquet facilities (are dietary preferences available?)
- VI. Questions to consider
  - a. Found on page two section B of minutes.