

# CNCA ASSEMBLY BID FORM

Revised 2024 P73

Form to be completed by Bid District Officer(s) with the assistance of the Assembly Coordinator

FORM COMPLETED BY (NAME):

BIDDING DISTRICT(S):

DATE SUBMITTED TO ACM:

ASSEMBLY:	<input type="checkbox"/> Pre-Conference	<input type="checkbox"/> Post-Conference	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
PROPOSED ASSEMBLY DATE:				
ESTIMATED ATTENDANCE	<i>(provided by Assembly Coordinator):</i>			
PROPOSED SITE:				
ADDRESS:				
FIRST PAYMENT:		Date due:		
REFUNDABLE DEPOSIT(S):		Date due:		
FACILITY INSPECTED BY ASSEMBLY COORDINATOR:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
HAS THIS FACILITY BEEN USED FOR A PAST ASSEMBLY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>If yes, which assembly and what year?</i>				

## FACILITY SPECIFICATIONS

TOTAL SQ. FEET *(approximate)*:

WHEELCHAIR ACCESSIBLE:  Yes

MAXIMUM CAPACITY *(Banquet)*:

LOBBY?  Yes  No

ROOM FOR INTERPRETERS?  Yes  No

KITCHEN?  Yes  No

ON-SITE PARKING CAPACITY:

OVERFLOW PARKING:

Summer Assembly – BREAK-OUT ROOM CAPACITY:

Wi-Fi  Yes  No

ADDITIONAL COMMENTS:

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# PROPOSED ASSEMBLY BUDGET

Complete this page as accurately as possible. Actual column to be completed after the Assembly with the assistance of the Area Treasurer.

	PROPOSED	ACTUAL
<b>FACILITY EXPENSES</b> <i>(as applicable)</i>		
RENTAL FEE		
EARLY ENTRY FOR SET-UP		
STAFF FEES OR LABOR EXPENSES		
TABLES AND CHAIRS		
KITCHEN RENTAL		
TRASH DISPOSAL		
PODIUM RENTAL		
Other (Describe)		
Other (Describe)		
<b>FIXED ASSEMBLY EXPENSES *</b>		
FOOD <i>Continental breakfast and lunch</i>		
COFFEE <i>Coffee, tea, sweeteners and creamer</i>		
PAPER GOODS <i>Disposable utensils, napkins, cups, etc.</i>		
DECORATIONS <i>Table covers, pipe cleaners, crayons, etc.</i>		
<b>TOTAL</b> <i>(excluding refundable deposits)</i>		

\*Note: Use guidelines below to calculate fixed expenses for bid.

**FOOD BUDGET:** 1-Day Assembly: \$7.50 per estimated person  
2-Day Assembly (Pre-Conference): \$10 per estimated person

**COFFEE BUDGET:** 1-Day Assembly: \$150  
2-Day Assembly (Pre-Conference): \$200

**PAPER GOODS:** \$150

Submit

**DECORATIONS:** \$150