

# CNCA ASSEMBLY BID FORM

Approved 07/2024 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:  Pre-Conference  Post-Conference  Summer  Fall

PROPOSED ASSEMBLY DATE:

ESTIMATED ATTENDANCE *(provided by Assembly Coordinator)*:

PROPOSED SITE:

ADDRESS:

FIRST PAYMENT:

*Date due:*

REFUNDABLE DEPOSIT(S):

*Date due:*

FACILITY INSPECTED BY ASSEMBLY COORDINATOR:

Yes  No

HAS THIS FACILITY BEEN USED FOR A PAST ASSEMBLY?

Yes  No

*If yes, which assembly and what year?*

## 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:

Continue on backside

# 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