

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
FACILITY EXPENSES (as applicable)		
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)		
FIXED ASSEMBLY EXPENSES *		
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>		
TOTAL (excluding refundable deposits)		

*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