

## How to Bid for District Convention

Hosting a District Convention can be one of the most rewarding experiences for a chapter(s). The following is a list of information regarding Bidding for Convention, Bid Presentation at Convention, and Host Chapter Considerations. At Western District Convention 2010, your Chapter(s) will be asked to present your bid to the Convention Site Committee.

### A Bid Packet should consist of the following items:

1. Letter stating intent and reason for bidding by chapter(s) by the Executive Council(s)
2. Letter in support of bid by Chapter Sponsor(s)
3. Letter stating the number of members in chapter(s) broken down by membership type and financial status of the chapter(s)
4. Information addressing the following items:

#### **Chapter Profile(s)**

- ✦ You will need to give background history on your chapter(s), citing various activities and projects you do. This can be brief and to the point, but needs to be inclusive enough so chapters understand your history.

#### **Chapter Experience**

- ✦ This will need to show the delegation your chapter'(s) competence and involvement in hosting such a large event. This profile needs to also contain history of convention/event hosting and recognitions your chapter has received. Also, it may include the manpower and financial obligations and how you are prepared to handle these items.

#### **Communication Address**

- ✦ You will need to address your goals and action plan for communicating with the District Presidents and District Officers, as well as the chapters, to ensure a successful convention.

#### **Resources**

- ✦ Addressing specific resources that can be utilized in all areas of convention – do you have access to instruments for reading band, computer hardware will be from your school, you know a good t-shirt dealer, etc. Anything that allows the delegation to see that your chapter(s) has an edge in areas other bids may not.

#### **Convention Meeting Space**

- ✦ You must provide specific details and information on the space your chapter plans on hosting convention. This would include the hotel of choice, and the university campus, if applicable. Rates, size, occupancy, availability, accommodations and resources available through your Convention Meeting Space need to be addressed.

#### **Location**

- ✦ Proximity to local eating establishments is a big consideration. If possible research the selected site and its proximity to local eateries or entertainment sites. If sites are not close by, address this in your bid with how you will transport convention attendees to an area where multiple restaurants are located. Be honest with the District and figure in the added cost for transportation. Proximity to the local airport is another consideration. If the selected hotel has free transportation to and from the airport then this problem is solved. If not, address how transportation to and from the airport will be handled - this is a responsibility of the Host Chapter(s). Be sure to address all added costs involved. A travel chart is a great supplemental piece to the Bid information - containing approximate miles and travel times from the chapters' cities.

**Itinerary**

- ✦ The itinerary for the actual convention is not the Host Chapters' responsibility. The District Council will set the agenda. You may, however, feel free to list any possibilities that your chapter would have at their disposal for the District to participate in. All considerations can be worked out with the District Council.

**Banquet/Meal Considerations**

- ✦ Include banquet information that includes size of ballroom, types of food available, decoration plans, set-up, theme, dance and talent show equipment, and any other information you can provide about how you will execute Banquet.

**Representation**

- ✦ The Western District Convention is for all members Kappa Kappa Psi and Tau Beta Sigma, and therefore your entire Bid should be planned, and produced with all members of the organizations in mind. This includes preparing options for Alumni meetings, Rituals, and activities for all members in the Western District and any guests in attendance.

***Tips for Presenting Your Bid at Convention***

Here are a few helpful tips for presenting your Western District Convention Bid.

**Copies of Bid for Convention**

Be sure to bring enough hard copies of your bid to convention. At the minimum, you should bring two for the chairs of the Convention Site Committee, two for the advisors of the committee, one for each of the representatives to the committee, and one for each chapter delegate. It's also a good idea to have an electronic version available at convention so you can distribute your bid to anyone else who may need it throughout the weekend.

**Audio and Visual (A/V) Equipment<sup>2</sup>**

If you are planning to use A/V from the hotel, make arrangements with the Convention Hosts directly. If you would like to use your own equipment and can bring it with you, this is the ideal situation. Be sure that members of your presentation team setup the equipment BEFORE committee meetings begin. Speak with the Host Chapter upon your arrival to locate the correct committee room. Plan on setting up your equipment Saturday morning before sessions begin. Follow all of the above for your presentation to the entire delegation Sunday morning.

**Committee Meetings**

Be prepared for the following set-up for the Convention Site Committee to have adequate time reviewing your Bid.

- ✦ 15-20 minute presentation to the committee
- ✦ 15-20 minute Question/Answer period

The convention site committee will make your bid team aware of the time slot and length of your bid presentation. Your bid team should remain nearby after giving its presentation in the event that the committee requires more information. DO NOT place the members of your presentation team on another committee. Your presentation team needs to have one solid focus on the convention site presentation.

**Joint Session**

Be prepared for the possibility of having to present your bid highlights at the last Joint Session. Organize this portion of your strongest and most important points from your Bid Presentation.

### **Governor / Counselor Preview**

It is recommended that you send a copy of the Convention Bid Packet to the Governors and Counselor before Convention. This will allow the opportunity for them to preview your bid, and offer any concerns or comments that can be averted before Convention. By doing this you will address many issues before you have to do it at Convention. Be sure to include contact info for your Committee Chairs so that they will know who to get hold of once their review has been completed.

### **Be Creative!**

Do not feel that you have to do things the exact way they have been done in the past, feel free to be different. Get creative with your bid, in either the presentation or the contents. It is always nice to be surprised by something different, and distinguishes your bid above everyone else's.

## ***Convention Host Chapter Considerations***

As the Host Chapter(s) you will need to consider the following resources that will be required in planning and executing Convention.

### **Budget:**

Please prepare a model budget based off the template provided on the national website. The District Convention Model Budget Form should supply you with most of the expected costs and allow you to estimate a registration cost. This should be provided along with the financial information for your chapters but understand that your chapter will only be responsible for providing the upfront money for specific costs and emergency spending.

### **Timeline:**

Provide a timeline that will address all the actions taken by your chapter as you prepare for convention. This month-by-month breakdown should address all preparation necessary for hosting a successful convention.

### **Mailings:**

The Host Chapter will be responsible for creating and sending a minimum of three mailings to the Chapters. The mailings will be:

- Introduction to convention info (Sometime in the Fall Semester/Quarter)
- Pre-Convention (Registration info, around early-middle of February)
- Reminder (Sometime in March)

### **Chapter Organization:**

Explain how you will organize your chapter(s) to plan and run convention. Will you appoint a convention committee? Several officer positions? Several subcommittees? If you're bidding as joint chapters, how will you work together? How will you divide responsibilities between chapter members (e.g. banquet, reading band, headquarters, registration)? Provide an estimate of your chapter membership(s) to ensure the district that you'll have enough people to fill the roles you've created.

### **Financial Stability**

Running Convention should not cause a large loss of money. Review all financial balances and future allocations, before committing to Hosting Convention.

### ***More Questions?***

If you have further questions please do not hesitate to: ASK! The District has many resources available to you so do not be afraid to use them. Ask any previous Convention Hosts questions that you might have. Talk to the Governors and Counselor, they can provide you with important information, answer questions, and lead you in the right direction. Talk to previous Convention Site Committee members, they can give your Chapter insight as to what problems they had with Bids they reviewed at the previous Convention. Also, do not be afraid to ask questions of your District Officers. They were elected to serve you and provide help to you in any way possible. They might not be able to answer a question right away but they can find an answer or lead you in the right direction as to where to find your answer.

The rewards that come from Hosting a Convention are great. It creates bonds between Chapter members as well as providing skills for individuals to use in the future. Convention is only as good as we as a District make it!