

BRIDGING ALCOHOLICS THE **GAP** ANONYMOUS

TEMPORARY CONTACTS

BTGWW Site Bid Form

If your District/Area or Intergroup/ Central Office is interested in hosting the Seminar, you must fill out this form and send to the BTGWW Coordinator before the 2022 Workshop.

If possible, include a written proposal from the hotel.

BTGWW Coordinator
Laura Skaalrud
612-309-8385
coordinator@btgww.org

RESPONSIBILITIES OF THE HOST COMMITTEE

The HOST COMMITTEE RESPONSIBILITIES INCLUDE THE FOLLOWING

- As part of the bidding process the Host committee will find a suitable hotel/meeting facility using the information and facility requirements listed below – and do the preliminary negotiations with the hotel/meeting facility. The BTGWW coordinator will do the final contract negotiations and sign the contract.
- A “Taper” for the workshop. *If no “taper” can be arranged, immediately notify the coordinator so that other options can be found.*
- Choose a local member, who found AA in a facility and was “bridged” into AA when released, for the Friday night speaker.
- Supply food, coffee and volunteers for the hospitality room. The hospitality room is typically open from the start of registration until Sunday morning during the session breaks of the workshop.
- Provide greeters/guides around the hotel lobby to help people find the registration and meeting rooms.
- Purchase/print welcome packets and contents. The host committee will be reimbursed for welcome pack expenses. *Keep your receipts*
- Provide contact information for professionals (non-alcoholic) willing to participate on panels
- We will also need at least 2 volunteers to assist at the registration table.

Does your entity organization have a 501(c)(3) sales tax exemption that the BTGWW can use for the hotel contract **yes** **no**

YOUR BID FORM WILL BE DISTRIBUTED to those people that attend the workshop to help choose the site for the next year(s). **You will make a presentation to the workshop on Saturday during the annual business meeting.** The site selection will be made by the vote of the attendees at the business meeting.

Bid Prepared by Name and District/Area/Intergroup/Office

Title of Person Presenting:

Address:

Phone Number:

Email:

Proposed Location for Seminar:

Has this presenter attended a previous workshop??

What year(s)

Check on the dates of the follow events for the year you are proposing so that conflicts may be avoided.

National Archives Workshop
National AA Technology Workshop
Intergroup/Central Office Seminar
National Corrections Workshop

Board Weekend
Last weekend in July/First weekend in August
Last weekend in October/First weekend in November

Regional Forums/Service Assemblies:
Pacific Region
West Central Region
East Central Region
Southwest Region – one of first 2 weeks in October
Southeast Region
Northeast Region
Western Canada
Eastern Canada

What are the local attractions in your location

SLEEPING ROOM AND HOTEL AMENITIES AND LOCAL SITES

Proposed Dates: _____

Hotel: _____

Address: _____

Price per night base rate: _____

Price per night including taxes: _____

Will price be honored for 3 days before the event and 3 days after the event _____

Maximum number of people allowed per room at this rate **two** **four**

Is there a charge for parking _____/day **yes** **no**

Is there a charge for Wi-Fi _____/day **yes** **no**

Is a breakfast included **continental** **hot** **no**

Is there a restaurant in the hotel **yes** **no**

Is there a free shuttle service to the airport **yes** **no**

How often does it run _____

If no – price for shuttle _____ **per trip**

How many complimentary room nights _____ **per** _____ **room nights**

Please include surrounding places to eat within walking distance or by shuttle

Meeting room large enough to seat 100 classroom style

Water stations only – no coffee – no banquet or food

Cost for the meeting facilities: If the meeting space is offered by a hotel free or at a discount based on the number of room nights, the basis for the cost should also be explained (e.g. "...the hotel meeting room will be free if we sell xx room nights..."). If the need for additional funds is foreseen, please explain during the bid presentation. Contract should be based on 70 room night from Thursday to Sunday nights. Please include other options as they effect the meeting room cost.

Meeting room costs With _____ Room Nights _____

Cost without Room Nights _____

Setup fee _____

Display tables – cost each _____ total _____

2 microphones – _____ per day x 3 days _____

Podium – _____ per day x 3 days _____

Mixer for sound system – _____ per day x 3 days _____

Audio/video hookup fee _____

Are there tv monitors in the meeting room – yes no

If yes type of input jacks – _____

If no 8x8 movie screen _____ per day _____

Projector _____ per day _____

Usage fee if we provide our own projector _____

Hospitality Room converted sleeping room meeting room per day

Is a professional taper available to record the workshop yes no

Coffee costs and terms. If we are buying coffee as part of a hotel deal, what is the price per gallon?
If we are allowed to make our own coffee, what are the limitations (e.g. we can only have coffee in a hospitality room, etc.)