



BTGWW Site Bid Form

If your District/Area or Intergroup/ Central Office is interested in hosting the Workshop Weekend, you must fill out this form and send to the BTGWW Coordinator before the Workshop and be prepared to present you bid during the business meeting of the Workshop Weekend.

If possible, include a proposal from the hotel.

BTGWW Coordinator
coordinator@btgww.org

YOUR BID FORM WILL BE DISTRIBUTED to those people that attend the workshop to help choose the site for upcoming Workshop Weekends.

You will make a presentation to the workshop during the annual business meeting. Following this review process, the final site selection will be made by a 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)

Have you hosted any other national workshop? Which one(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

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

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

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 cold

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

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 75 room nights..."). If the need for additional funds is foreseen, please explain during the bid presentation.

Meeting room large enough to seat 125 classroom style. All sessions are held in the main room – no breakouts.

Does your entity organization have a 501(c)(3) sales tax exemption that the BTGWW can use for the hotel contract Does Does not

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 – _____

Projector Per day _____

Usage fee if we provide our own projector _____

Hospitality Room converted sleeping room meeting room cost/day/room _____

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.)

You will need volunteers for registration, hospitality (coffee/ food), logistics and transportation if no shuttle service is available from the hotel.

Saturday Night Banquet

Provided by Hotel Outside Caterer

Is the banquet served plated at the table or buffet style. Figure for 75 people

Plated

Buffet

_____cost per plate

_____cost per person

Includes

Main Meat One Two Three

Potatoes One Two Three

Sides One Two Three

Deserts One Two

Drinks Coffee Tea Other

Is there a discount on the meeting rooms for a food minimum

Will the banquet be held in the main meeting room or another room

Cost difference if in other room/area

Time needed for setup if in same room
