



2019 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 bring to the workshop in Minneapolis. *If possible, include a proposal from the hotel.*

2018-2019 BTGWW Coordinator
Pete Gordon
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coordinator@btgww.org

2018 Host Coordinator
Rob Orr.
host@btgww.org

YOUR BID FORM WILL BE DISTRIBUTED to those people that attend the workshop to help choose the site for 2019.

You will be expected to make a presentation to the workshop on Saturday during the annual business meeting. Following this review process, the final 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

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 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

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 100 classroom style Water stations only – no coffee – no banquet or food

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

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 hook up 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.)

You will need volunteers for registration, hospitality (coffee/ food), logistics and transportation.