

**CENTRAL CALIFORNIA AREA ASSEMBLY  
(CCAA Area 93)**

**PREPARING AND SUBMITTING A BID**

1. Obtain the approval and support of your district, find a facility (see Planning the Event for requirements) and verify that it will be available on the appropriate date.
2. Make a rough estimate of the costs for the facility, food, and incidental expenses to be sure the total will be within our budget. The rent and food amounts may not be interchanged. Since we are self supporting the food budget is planned so that the expense and contributions collected are equal. Complete the Assembly Bid Form (attached), submit a copy to the Area Chairperson before presenting to the Assembly, then present to Area Assembly. Bids for future assemblies are often considered two at a time so plan in advance if you want to submit for both. Your first priority should be to make definite arrangements to secure the facility. Deposit checks are available from the Area Treasurer and the Area Finance Chairperson can provide you with insurance information. Obtain any forms the facility may require to be filled out. Your district will need to plan for: Set-up and clean-up, signs and information, personnel, parking, coffee and food.

The DCM should keep the CCAA Chairperson updated on the event planning progress. When selecting volunteer workers, remember that this event can provide those who are not normally active in service work a "limited scope" opportunity to see what it is like; so, try to involve people who are not already holding service positions.

**The following are some important items of general information, based on the experience of districts that have hosted assemblies, which you may find useful in your planning efforts.**

1. Money - see current budget Our EIN # (tax number) is available from the Area Treasurer. The Area will pay or reimburse the host district for all expenses incurred. Be sure to keep and submit all receipts. Coordinate required cash advances with the Area Treasurer.
2. Insurance: The Area will provide general liability insurance coverage for the event. Contact the Finance Committee Chairperson to obtain certificates of insurance and, when it is required, "additional insured" riders.
3. Facility The main meeting room should accommodate about 150 people and have tables and chairs for all unless the facility has an auditorium and separate accommodations for eating. A small stage or elevated platform for the officers would be convenient but is not essential. An electrical outlet will be needed for the sound system. Additional breakout/meeting rooms should be available. Inquire whether or not we will be charged extra for them. Make sure that all areas of the facility that we are using are wheelchair accessible, and verify that wheelchair lifts and elevators, if needed for accessibility, and special restrooms for the handicapped, are operable on the day of the assembly.
4. Food Keep the meal menus simple. There are usually some supplies available from the previous assembly. Add to these supplies as needed
5. Transport supplies: Be prepared to pick-up these supplies at the assembly prior to the one you are hosting. Flyers and signs: 150 flyers announcing the date and location of the assembly you are hosting, along with easy-to-read maps, should be distributed at the assembly prior to yours. An additional fifty flyers should be distributed at the prior Area Committee Meeting. Easy-to-see exterior signs indicating the route to the facility should be strategically placed at the primary freeway exits, street inter-sections, and in front of the facility (to indicate parking areas). Signs on site should direct people to the registration table, meeting rooms, and rest rooms.
6. Parking You may want to have a few people to direct traffic in the morning, particularly if the parking arrangements are not obvious, or if the facility has restricted parking.
7. Smoking area and "butt-cans" Confirm designated smoking areas with the facility and provide "butt-cans" for the smokers.
- 8 Meeting rooms Check with Area Chairman as to meeting room requirements.

## CCAA ASSEMBLY BID FORM

Specify Assembly Date \_\_\_\_\_

Bidding District No. \_\_\_\_\_

Site location

\_\_\_\_\_

Describe the facility (including parking): \_\_\_\_\_

\_\_\_\_\_

Are breakout rooms available \_\_\_\_\_

Cost of Facility (Including kitchen and janitorial)

\_\_\_\_\_

Cost of food \_\_\_\_\_

Other Expenses \_\_\_\_\_

Total Bid \_\_\_\_\_ Date submitted to Area Committee \_\_\_\_\_

Submitted By \_\_\_\_\_

Daytime telephone ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_