

## STATE CONVENTION BID SPECIFICATION SHEET

1. Plan on having the convention in mid-to-late April. The months of May/June have many conflicts with high school and college graduation.
2. Contact hotels and reserve dates as early as possible. Some hotels book conventions a year in advance, and you need to be able to choose the best weekend. Most hotels will allow you to book conventions and cancel (at no charge) as long as you cancel 3 to 4 months prior to the scheduled date.
3. Keep registration prices as low as possible (\$50 - \$35- or less). Plan to aggressively sell advertising for the program (at least \$3,000 worth) (Some convention we have an auction instead of ads). Also consider that some large business might agree to be a major sponsor of the whole convention, or a special area such as Hospitality Room, etc.
4. Keep hotel prices as low as possible. They have special rates for AARP, AAA, Military, Travelocity, etc. Insist that the Lions rate is the same as their lowest rate.
5. Make sure rooms are appropriate size for events: meals, business meetings, individual district meetings, hospitality room(s). Meeting rooms/meal rooms should be centrally located to keep walking to a minimum.
6. Plan activities for spouses/guests – sites, transportation, etc.
7. Involve Leos/Youth Exchange.
8. The Council usually appoints a State Convention Committee to work with you.
9. The following items should be submitted to the Council of Governors by March 15, three years prior to the convention date:
  - A. A proposed budget that includes estimated income (attendance) & expenses for the following:
    - Meeting room charges
    - Meal charges
    - Room rates
    - Whether there is a complimentary room for the visiting guest speaker
    - Estimated costs of printing & postage for flyers, ads, programs, etc
    - Estimated costs of food/drinks for breaks & hospitality room. (Liquor purchases are not authorized)
    - Estimated cost of registration supplies
    - Estimated cost of gifts & decorations
    - Suggested registration cost – early & late
    - Estimated cost of gifts & decorations
    - Estimated cost of registration supplies
    - Estimated cost of entertainment
  - B. Tentative schedule of events for Friday & Saturday – the Council will make final decisions. Keep in mind the following items.
    - 1) Friday afternoon events may not be well attended because of work schedules.