

ASSEMBLY PROPOSAL and BID FORMS

The attached worksheets are intended to help you prepare your Proposal and Bid documents, and submit them to the Area Chairperson for review and consideration. There are two worksheets following this information sheet for you to complete and return to the Area Chairperson. Please note that this document is also available at aa-oregon.org as an electronic spreadsheet version, which may be easier to use, as it does the math for you.

The second worksheet is entitled PROPOSAL and asks you to supply some basic information about your District or Districts, and the Area Assembly for which you are submitting a bid. Additionally, you are asked to identify your choice of proposed facility to host the Assembly, and to provide some basic information about that facility and the space it provides. You are also asked to explain your meal plan and pricing, and for your preliminary fundraising ideas, if fundraising is needed. Lastly you asked to provide the service resumes of your proposed Host Committee Chairperson and Treasurer. You may wish to refer to the Area Assembly Planning Guide and related documents, prior to beginning the bidding process, so that you can avoid creating difficulties for yourself and to better prepare you to submit an acceptable Proposal.

The third worksheet is entitled INCOME vs EXPENSES, and it asks you to provide your best information about the financial aspects of your proposed efforts to host an Area Assembly. This sheet will provide the Host Committee with its first Budget, and the starting point for your financial statements. You are encouraged to call upon the Area Chairperson to assist you in this effort.

Proposal To Host an Area Assembly

District(s) :

Today's Date :

Date of Proposed Assembly :

Proposed Host City :

Groups Participating by District - **Please attach list on separate sheet**

DCM(s) Name(s) :

DCM(s) Phone # :

DCM(s) E-mail Address :

Proposed Facility for Assembly (include address) :

Describe the following :

(1) Main Room :

(2) Banquet Space :

(3) Other meeting rooms (# of break-out rooms available, size, etc.) :

(4) PA System:

(5) Total projected cost of meeting space (\$):

Explanation of meeting space costs:

Expected Attendance (#):

Available Accommodations (#):

(6) Meals:

<u>Number of Meals Guaranteed</u>	<u>Cost of Meal</u>	<u>Total Cost incl. Gratuity</u>	<u>Projected Sale Price</u>
Saturday Breakfast (#): <input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Saturday Luncheon (#): <input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Saturday Dinner (#): <input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Sunday Breakfast (#): <input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Explanation of Meal Information:

(7) Coffee:

<u>Coffee (# of gal):</u>	<u>Cost of Coffee</u>	<u>Total Cost incl. Gratuity</u>	<u>Projected Sale Price</u>
<input style="width: 80px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
(a) Coffee Cost - per gallon basis	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
(b) Coffee Cost - flat fee basis	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Explanation of Coffee Information:

Proposed fund-raising activities to cover estimated costs:

Name of Host Committee Treasurer:

Name of Host Committee Chairperson:

Attach service resume for both the Treasurer and Chairperson.

Complete reverse side of form with your estimate of income and expenses. Also include copies of any proposals received from your selected facility, and any other information you wish to include with your bid.

Attach a list of hotels/motels/RV sites nearby, including rates and distance from Assembly.

