



Northern California World Service Area

Request for Proposal NCWSA AI-Anon Assembly

The following Request for Proposal (RFP) provides guidance for Northern California World Service Area (NCWSA) requirements for its annual Assembly. It is designed for use by both our membership and hotels responding to this RFP. NCWSA is AI-Anon and we help friends and families of those affected by alcoholism.

All Assemblies have the same basic requirements as specified below. We meet every year usually in October. Individual Districts within the Area offer to host the Assembly and secure the initial bid from prospective hotels. We try to conclude an Agreement as far in advance of the event as possible consistent with the degree of activity by our Districts in securing proposals. Those District Representatives (DRs) bringing forth proposals must use this format to secure the bids from hotels in order to allow easy comparison between bids. The DRs present the bids at the earliest possible Committee Meeting in advance of the proposed Assembly dates (Committee Meetings are held in February, May and July with one to be attached to a One Day Assembly). The Committee members then vote of the various options and one hotel is selected for the Assembly. Then the Facilities Coordinator finalizes the arrangements with the hotel and handles all communications between the hotel and NCWSA until the event is concluded and the final bill is paid.

All members pay for their own sleeping rooms and food while at the Assembly. The NCWSA pays for the meeting rooms and for a select few rooms for officers and speakers. The Facilities Coordinator will notify you in advance of the names of those for whom charges will be paid for by the NCWSA.

Typically we require between 80 and 120 sleeping rooms depending on the proximity of the hotel to our membership. We will adjust this depending on our estimation of requirements for each location.

Billing: Subsequent to receiving the final bill, minus any deposits, NCWSA will pay agreed to amounts as reflected in the Agreement signed by the Facilities Coordinator. Any charges not specified in the Agreement or agreed to in writing in advance of the event by the Facilities Coordinator will not be paid. Payment is usually by NCWSA credit card. Only the Facilities Coordinator or their designate is permitted to authorize additional charges during the event. If you have questions about this policy they must be cleared up before the beginning of the event with the Facilities Coordinator.

NCWSA reserves the right to modify this RFP in advance of the event if needs change. If this happens, we will contact you and discuss the needs with as much advance notice as possible.

Once we have agreement, please prepare a written Agreement and send it by email to the Facilities Coordinator for signature. They will be returned to you signed via USPS and we require

that once you have signed them that one is returned by USPS to the Facilities Coordinator promptly at the above address.

NCWSA and its members do not pay for parking, portorage or amenities. If you have extra charges they must be specified in advance and we reserve the right to reject any or all of them with the exception of local taxes.

Please complete the form below.

Hotel Name _____ Hotel Contact(s) _____

Hotel Street _____ Hotel Phone Number(s) _____

Hotel City and ZIP _____

Proposed Dates:

Section 1: Meeting Room Requirements and Costs

A. **General Session Meeting Room:** We need one General Session Meeting Room set up classroom style to accommodate 350 people comfortably. We require a center aisle 10 feet wide, aisles on each side at least six feet wide; we will need at least 10' at the back of the room for aisle plus space for up to 4 tables for displays plus additional tables for water and coffee service. We need a head platform with seating for 7 people plus a podium with a microphone. Two floor microphones are needed one near the front center aisle and the other towards the back of the center aisle. Drop down Screen, and table for Projector for viewing off to the right of the head platform. Air conditioning must be functioning properly and be adjustable. Please indicate any restrictions on wall hangings, displays and rules affecting attachment of banners to the walls.

Time Needed: Saturday 7:30 AM to 11:00 PM and Sunday 7:30 AM to 5:00 PM
Cost: _____. Please indicate if there is a sliding scale depending on the number of rooms reserved and the specific costs associated with the number of sleeping rooms sold. Sliding scale:

B. **Breakout Rooms:** The number of breakout rooms varies depending on our agenda. Usually we will need between one and four breakout rooms capable of seating up to 30 people each with chairs theatre style.

Time Needed: This varies depending on the events planned.
Quote on the basis of cost per hour on Saturday only for one, two, three and four rooms.
Cost: _____

C. **GR Orientation and DR Meeting Rooms:** One GR meeting room is required Friday night between 8 PM and 11:00 PM theatre style seating up to 125 people. One DR meeting room is required Friday night from 8 PM until 11 PM seating up to 30 people theatre style.

Cost for GR Room: _____

Cost for DR Room: _____

- D. **Hospitality Suite:** We will need one suite suitable for serving beverages and snacks supplied by our organization. The suite needs to seat up to 30 people at one time in a café-like setting with tables and chairs supplied by the hotel and will be used during the entire Assembly. Please indicate if there are any restrictions on heating food for use with our Alateen members.

Cost for Hospitality Suite: _____

- E. Summarize all meeting room costs and sliding scale terms below:

- F. **Registration and Voter Registration Space:** Registration requires at least two 8' tables adjacent to the main meeting room or close to hotel registration. Voter registration needs at least four 8' tables in the same area as the registration tables. Chairs will be needed for all people working during registration and voter registration which is Friday 3:00 PM until 9:00 PM, Saturday 7:30 AM through 6:00 PM and Sunday 7:30 AM through 9:00 AM.

Cost for Registration Space _____

- G. Please indicate the amount and date of deposit required: _____

- H. Please indicate the number of rooms on a sliding scale that will be provided on a complimentary basis: _____

- I. If your pricing for meeting rooms and/or sleeping rooms varies with multiple dates offered please show them clearly on this RFP.

- J. Cost for microphones: _____

- K. Cost for TV/VCR/Screen/ Projection System for 1 day only by item: _____

- L. **Signage:** All signage should read: NCWSA AI-Anon

- M. **Sleeping Room Cost:** We prefer rooms with two queensized beds in each room for the majority of our members. Please specify the types of rooms you have available and the cost of each to include rooms with King beds, quads and roll Away beds. Most of our members will be staying for Friday and Saturday nights.

Sleeping Room Cost (show tax as a separate item):

Single: _____

Double: _____

Triple: _____

Quad: _____

Roll Away: _____

N. **Reservations:** Please indicate the last date on which reservations may be made:
