

CNCA Assembly Bid Form

revised: Jun, 2014

Which Assembly: _____ Host District: _____

Proposed Date: _____ Proposed Site: _____

Address: _____ Deposit required _____ By (date) _____

Describe the facility (including parking) Are break-out rooms available? (Especially for summer Assembly)

Wheelchair accessible throughout? _____ Inspected by Assembly Coordinator? _____ Previous site? _____

	Estimate (Bid)	Actual
Basic cost of site:	_____.	_____
Additional costs:		
Tables, chairs, (if extra).....	_____.	_____
Kitchen	_____.	_____
Trash disposal	_____.	_____
Set-up and tear-down	_____.	_____
Early Entry	_____.	_____
Stage or dais	_____.	_____
Food & Coffee*.....	_____.	_____
Decorations (estimate \$75).....	_____.	_____
Paper goods (estimate \$100)	_____.	_____
Other	_____.	_____
Fixed additional costs:		
Site Insurance: (No charge from CNCA)	_____.	_____
ASL for Post Conference: (Approx. \$700.00)	_____.	_____
Totals (exclude deposit)	_____.	_____

Date submitted to the Area Committee: _____

Please complete the left hand column prior to bid. After the assembly complete the right column & submit to Area Treasurer.

Attendance: Pre-Conf. 450 (plus 150 attend 1/2 day Sunday), **Election 400, All others 300-350** Check with Assembly Coordinator for help estimating attendance, especially in outlying districts.

Note: Approx. **\$4.50 per person**, except 2-day Pre-Conf. is **\$5.00 per person**. Add \$75.00 for coffee